FACULTY HIRING WORKFLOW – Recruiting Stage

Refer to the Strategies and Tactics for Recruiting to Improve Diversity and Excellence (STRIDE): Handbook for Faculty Search Committee Members for more information on conducting a faculty search (click "Recruiting Stage" above for a direct link).

Ad

- Upon receipt of the DoF's approval, the College Reviewer will notify HR that the search is authorized
- Human Resources will post to the TAMUG website & several free diversity websites
- HR can also post to HigherEdJobs.com upon request
- Be sure to have ad extracted from Interfolio verbatim and have published in the outlets identified in the Hiring Plan no changes to ad after DoF approval
- Retain all published advertisements, indicating the dates published / ended as part of the search records

Recruit

- Work to "actively" recruit applicants
- Have faculty call colleagues at other universities
- Engage local networks and professional organizations for underrepresented minorities; utilize list serves / computer bulletin boards
- The Search Committee Chair should work with the Dept Administrator to help manage the search in Interfolio, including dispositioning the applicants as process moves along

Review

- Applications are accessed through Interfolio; refer to Interfolio User Guides
- Initially, the search committee will conduct a "Blind Review" (not able to see each other's rankings) which the Chair can change after receiving all feedback so everyone has an overview of the rankings for discussion purposes
- Produce a short list of 3-4 candidates and send to Dept Head along with the CVs requesting permission to bring to campus for interviews

Short List

- Dept Head will communicate with CAO to have the short list approved for campus interviews
- Dept Administrator will update short listed applicant's status to "Interview" and all other applicants as "Removed from Consideration"
- After the on-campus interviews, the search committee provides a report to the dept head on each candidate's strengths and weaknesses

For questions pertaining to the Recruiting Stage or any hiring process, please contact the College Administrator at x4403 or bishopc@tamug.edu.

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