FACULTY HIRING WORKFLOW – Search and Selection

This workflow runs alongside the "Recruiting Stage" workflow.

Retain all documentation pertaining to a faculty search following the Records Retention Schedule

Search
- Conduct a faculty search; not a faculty sort - do more than wait for CVs to roll in
- Actively pursue candidates thriving at less well-ranked institutions
- Overcome unintentional biases in the recruitment process
- Do not let judgements be affected by subjective factors, stereotypes or other assumptions

Matrix
- Establish explicit criteria/rubrics for how the pool should be narrowed - recommend using the functionality of Interfolio to generate the matrix
- Identify key characteristics that must be met
- Identify additional characteristics that are desireable
- If you encourage the candidacy of people who are interested / engaged in nontraditional or interdisciplinary scholarship or employment, give weight to these qualifications in the screening process for all applicants

Interview
- CAO must approve the final list of candidates to come to campus
- Prepare uniform questions ahead of time; Recommend use of an Evaluation Tool
- Establish a common set of meetings and activities for all applicants, with equal opportunity to demonstrate their strengths
- Make sure interviewers know what questions not to ask (ie: martial status, religion, etc. cannot be discussed unless candidate brings it up)

Finalist
- After completing the search process, the search committee will prepare a report of each short listed applicant's strengths and weaknesses and provide to the Dept Head along with CVs
- Dept Head meets with CAO discuss the search committee's report
- CAO will consider the Dept Head's recommendation, but CAO has final authority to select the finalist

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

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