Faculty Search Process Flowchart

Dean submits Faculty Justification Form to Provost's Office for approval

Once approved, Dean submits detailed job description, Position Advertisement, Faculty Search Committee Composition Form and Faculty Employment Requisition form to Provost's Office

Provost approves details of position and Requisition (tenure status, allowable rank(s), salary range, timeframe to fill)

Provost Office personnel will communicate regarding any questions. Final Advertisement with any discussed changes will be posted in outlets.

Search committee ensures completeness of all applications including <u>Application for Faculty Position</u> and <u>Faculty Applicant Christian Mission</u>
<u>Statement</u>

Committee conducts preliminary interviews to narrow pool; with the approval of the school Dean and the Provost, <u>at least one (with a maximum of three)</u> highly rated prospects are brought to campus for interviews after Provost review of candidate Christian Mission (sent by Dean); committee plans and hosts visits (See Search Committee Guidance)

Search Committee submits unranked list of acceptable candidates with a rationale for selection to the Dean.

Dean provides a list of acceptable candidates, his/her recommendation and final rationale for employment for Provost approval.

Upon Provost approval salary details are verified by Provost Office Personnel

Offer details sent to President for final approval

Upon Presidential approval, Dean communicates unofficial offer to candidate

School Personnel provides Faculty New Hire form to Provost Office



Official LOA sent by Provost
Office to candidate