This schedule provides deadlines for some of the main steps in the Tenure Track search process. Detailed descriptions are available within the Search Procedures and Guidelines document. Any of these steps can be accomplished earlier than the deadline but all steps must be completed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
<td>By August 18</td>
<td>Provost receives search request and authorizes Deans to proceed</td>
<td>4</td>
</tr>
<tr>
<td>Prior to September 15</td>
<td>Deadline to form search committee and meet with Associate Vice President for Faculty Affairs to discuss recruitment strategy and diversity goals. Call 664-3236 to schedule a meeting.</td>
<td>4</td>
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</tbody>
</table>
| No later than October 13 | Jobs posted by October 17 Submit Endorsement Packet to Faculty Affairs, signed by the School Dean. Includes:  
  • Endorsement for Position Opportunity Announcement form  
  • Professional Qualifications and Duties of the Position form  
  • One page recruitment and advertising strategy  
  • Advertising Request form and ad copy  
  • Selection criteria  
  • Interview question for each criteria  
  Endorsement Form Advertiser Request | 5    |
| No later than December 1 | Last date for submission of applications from the candidates.  
  Deadline may be much earlier if desired. | 7    |
| No later than December 19 | Approval to Interview packet must be submitted to Faculty Affairs/Associate Vice President for Faculty Affairs  
  Approval to Interview Form | 8    |
| No later than March 2  | A verbal offer of employment is made by the Dean to the candidate. | 11   |
| No later than March 30 | Dean submits Tenure Track Offer form to Faculty Affairs. Committee submits the Final Recruitment Report.  
  Final Recruitment Report Tenure-Track Offer form | 11   |
| No later than April 24 | Final letters sent to all applicants. | 13   |
This document is intended as a quick reference for the steps to be followed in completing a search. Details are in the Search and Screen Guidelines.

Approval and Planning

☐ Request and receive approval for search from University Provost.

☐ Establish a search committee and develop recruitment strategy.

☐ Attend introductory meeting with Associate Vice President for Faculty Affairs.

☐ Complete and submit Endorsement Packet to Faculty Affairs for approval. Packet includes:
  - Endorsement for Position Opportunity Announcement form
  - Professional Qualifications and Duties of the Position form
  - One page recruitment and advertising strategy
  - Advertising Request form and draft of advertisement
  - Selection criteria
  - Interview question for each criteria

  POA is Posted.

Application Review

☐ Faculty Affairs notifies committee when applications are ready for review.

☐ Committee reviews applications against established criteria and selects semifinalist and/or finalists for interview.

☐ Committee screens semi-finalists if necessary.

☐ Letters of Recommendation and additional materials can be requested by the committee at this time. Candidates send the materials directly to the committee chair.

☐ Send Approval to Interview form and interview schedule to Faculty Affairs for approval.

☐ Schedule and conduct interviews. Faculty Affairs will send out an email to candidates with an attached Supplemental Questionnaire that they should complete and submit before attending the interview. Candidates will also receive links to SSU and community information.

Closing the Search

☐ Select potential hire. Send information to Dean who will extend offer of employment with Provost approval. Submit Tenure Track Offer Form to Faculty Affairs. Offer letter is prepared by Faculty Affairs and sent to President for signature.

☐ Faculty Affairs sends emails to other candidates notifying them of their non-selection.

☐ Complete and submit Final Recruitment Report to Faculty Affairs.