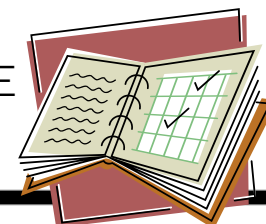

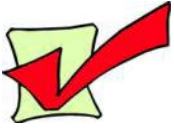


TENURE-TRACK SEARCH SCHEDULE 2010-2011



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.

	Date		Refer to Page #
	By Aug 23	Dean receives authorization for search from Provost.	3
	Prior to September 30	Search committees meet with Vice Provost to discuss recruitment strategy and diversity goals. Call 664-3236 to schedule a meeting.	4
	No later than October 15	Submit Endorsement Packet to Vice Provost, signed by the School Dean. Includes: <ul style="list-style-type: none"> • Endorsement for Position Opportunity Announcement form • Job Announcement • One page recruitment and advertising strategy • Advertising Request form and ad copy • Screening and selection criteria • Interview question for each criteria Endorsement Form Advertising Request	6
	No later than January 10:	Last deadline for submission of applications from the candidates. Deadline may be much earlier if desired.	7
	No later than February 15	Approval to Interview packet must be submitted to Faculty Affairs/Vice Provost. Approval to Interview Form Application for Academic Employment	8
	No later than April 15	A verbal offer of employment is made by the Dean to the candidate.	11
	No later than May 1	Recommendation for Appointment to be submitted to Faculty Affairs. Final Recruitment Report	12
	No later than May 15	Disposition Letters are sent to all applicants.	14



Tenure Track Search Checklist

Tenure-Track searches are normally approved in the spring or summer prior to the fall search process. See Appendix for forms referred to below.

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 Vice Provost for Faculty Affairs.
- Complete and submit one page recruitment strategy, *Endorsement for Position Opportunity Announcement* form and position description to Faculty Affairs for approval.
- Complete and submit *Position Opportunity Advertising Request* and draft of advertisement to Faculty Affairs to approval.
- Submit criteria and interview questions to Faculty Affairs for review and approval.

Application Review

- Faculty Affairs notifies committee when applications are ready for review.
- Committee reviews applications against established criteria and select finalists (short list) for interview.
- Send *Approval to Interview* form and interview schedule to Faculty Affairs for approval.
- Schedule and conduct interviews. Each applicant must complete *Application for Academic Employment* form before being invited to campus.

Closing the Search

- Select finalist. Send finalist information to Dean who will extend offer of employment with Provost approval. Offer letter is prepared by Faculty Affairs and sent to President for signature.
- Faculty Affairs sends letters to other candidates notifying them of their non-selection.
- Complete and submit *Final Recruitment Report* to Faculty Affairs.