

SEQUENCE OF APPROVALS, PROCESS AND TIMELINE IN FACULTY HIRING IN THE ONLINE PROCESS

		TIMELINE		ACADEMIC RECRUITMENT GUIDELINE REFERENCE
1	<i>Deans request faculty positions for upcoming academic year (consistent with budget presentations).</i>	FEBRUARY	2 ND MONDAY	
2	<i>Initial authorization for faculty positions.</i> In consultation with the Chancellor and Executive Director of Finance (EDF), the EVCAA notifies the Deans of positions available and a copy sent to the Affirmative Action Office (AAO).	APRIL	2 ND MONDAY	SEARCH AND SCREEN COMMITTEE INITIAL SET- UP
3	<i>Deans transmit information to the EVCAA.</i> The information includes the (1) areas for recruitment of new faculty, (2) chairs of the search committees, and (3) name(s) of the initiator(s) for those searches.	APRIL	3 RD MONDAY	SEARCH AND SCREEN COMMITTEE INITIAL SET- UP
4	<i>Proposed membership for the search committee discussed with the Affirmative Action Office (AAO).</i> Search Committee construction is in accordance with the policies of the academic unit. It is recommended that the proposed search committee membership be emailed to the EVCAA and AAO for approval. The Equity Advisor is assigned by the AAO. <i>Role of Search Committees.</i> The primary functions of the Search Committee are to develop a recruitment plan, including advertisement text consistent with the charge given by the authorizing administrator, solicit and screen applicants meeting the qualifications and objectives of the unit, and propose prospective applicants for on-campus interviews (including a reserve pool). The search criteria and focus should be vetted such that the relevant department or faculty understand and acknowledge the rationale of those criteria and focus. The Search Committees are also expected to organize the on-campus interview days with unit/department members and other appropriate stakeholders, including presentations as necessary to departments and/or units.	APRIL	4 TH MONDAY	SEARCH AND SCREEN COMMITTEE INITIAL SET- UP COMMITTEE RESPONSIBILITIES

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5	<p><i>Search committee receives a written charge from an authorizing administrator.</i> The charge may include developing an unranked list of recommended candidates for the position (as is often the case with higher level administrative appointments).</p> <p>AAO will schedule an Affirmative Action Training (Behavior-based interviewing, etc.) in early May especially targeted at the newly formed search committees.</p> <p>The Search Committee meets and designs the advertisement and recruitment plan. The Search Committee Chair completes the “Recruitment Plan” document. The Search Committee works on all aspects of the recruitment plan and prepares criteria for evaluation and review. The results of these deliberations are part of the complete Vacancy Notice. The recruitment plan and position advertisement should be emailed to AAO and EVCAA for approval prior to submission with the Vacancy Notice.</p>	MAY	2 ND MONDAY	<p>SEARCH AND SCREEN COMMITTEE INITIAL SET-UP</p> <p>COMMITTEE RESPONSIBILITIES</p> <p>WEBSITE LINKS</p>
6	<p><i>The authorizing administrator (i.e., Department Chair, Dean or designee) completes the Vacancy Notice eDoc form.</i></p> <p><i>Vacancy Notice.</i> The Vacancy Notice form contains key components:</p> <ul style="list-style-type: none"> • Account number and the position number • Expected start date • Search scope • Targeted publications • Search committee members (equity advisor) • Vacancy advertisement (see attachment) * • Recruitment plan (see attachment) * <p>The completed Vacancy Notice e-Doc is electronically submitted with the “Recruitment Plan” and “Vacancy Advertisement” attached. The form is endorsed and forwarded successively: Department Chair, Dean, AAO Officer, EVCAA, and finally, the EDF.</p>	MAY	3 RD MONDAY	<p>COMMITTEE RESPONSIBILITIES</p>
7	<p>The Academic Affairs Office creates the PeopleAdmin posting to prepare for publication(s) advertising.</p>	JUNE	1 ST MONDAY	<p>PEOPLEADMIN FACULTY APPLICANT TRACKING SYSTEM (ONE.IU.EDU)</p>
8	<p>Vacancy ads placed in campus block ads and individual publications as noted in the Recruitment Plan.</p>	AUGUST	1 ST MONDAY	

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9	<p>Interview Request. The Search Committee Chair completes and submits the online “Interview Request” form after applicants are screened and determinations made for proposed onsite interviews. This form must be approved prior to arranging interviews. The form lists those you wish to interview and those in a second tier that you may wish to interview at a later time. The AAO may request the Committee screen additional applicants for interview consideration. The “Applicant Referral List” contains all applicants that applied to the position and includes the reason for not interviewing. The “Applicant Referral List” is attached as a document to the Interview Request e-Doc and routed for approvals.</p>	OCTOBER	1 ST MONDAY	REVIEW AND SCREENING OF APPLICATIONS WEBSITE LINKS
10	<p>Interviews After the interviews the Search Committee provides the hiring official the names of those candidates recommended for further consideration along with a written summary of their strengths and weaknesses (opportunities for improvement). The Search Committee may also summarize the candidate evaluations from the open sessions and provide to the hiring official.</p>	OCTOBER THROUGH NOVEMBER		INTERVIEWS/DECISION MAKING
11	<p>Offer Request. The Department Chair (or authorizing administrator) forwards the name or names of the recommended candidate(s) to the Dean. The Dean identifies the recommended candidate to the Executive Vice Chancellor to confirm the details of an offer and proposed salary level. A candidate offer cannot be made prior to approval of the Executive Vice Chancellor and the Affirmative Action Officer. The EVCAA will confirm with the EDF that funds are available at the offer level. At that point, the Dean (or his/her designee) will initiate the online “Offer Request” form.</p> <p>PLEASE NOTE: Salary offers should be reviewed to ensure they do not cause pay equity issues.</p>	DECEMBER	1 ST MONDAY	DECISION MAKING
12	<p>At the conclusion of the search, the committee chair must ensure that the search file contains all the required documentation.</p>	JANUARY	31 ST	

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ATTACHMENT

Recruitment Plan

The recruitment plan must address the campus diversity goals and identify search committee's actions to ensure a broad base applicant pool consisting of minorities, females, and other underrepresented groups.

The Recruitment Plan should include individual ads you will be placing and for which you will assume financial responsibility. Additionally, please note whether you plan to place the individual ads yourself as opposed to having HR place the ads for you. HR will contact you to confirm your ad requirements before placing any ads. HR will not place an ad without a fully approved purchase order for each ad from the department or unit responsible for the expense of the ads.

Vacancy Advertisement

All vacancy notices must be processed in time to be included in the block ads placed in the *Chronicle of Higher Education* and *Diverse Issues* publications paid by Academic Affairs. You should not include those publications in your recruitment plan unless your unit expects to submit your own individual ad and pay for it from your unit resources.

All tenure and tenure-track academic positions involving classroom teaching must have at least online one-click advertisement that is in compliance with the Department of Labor (DOL) advertising requirements (see below).

The following guidelines are established in accordance with IU Policy and to ensure compliance with the DOL advertising requirements to fill academic positions involving classroom teaching. All searches for faculty positions involving classroom teaching will post an online job advertisement in the *Higher Ed. Jobs* journal that includes at a minimum all of the following information:

Position Summary:

- Hiring department
- Specific position title
- Tenure or tenure-track, when applicable
- Length of appointment, when applicable
- Duties and responsibilities

Basic Qualifications:

- Minimum requirements for the position
- Minimum degree required
- Teaching/instruction, when appropriate

Additional Qualifications:

- Special skills required

For Best Consideration Date:

- Application deadline or screening date

Closing:

- Employer contact information
- EEO/AFAC University policy statement

Since IUB subscribes to the *Higher Ed. Jobs* journal, we do not incur a cost for faculty position advertisements placed there.

There are no exceptions to this revised policy. The search committee is generally responsible for developing job advertisements. It should be e-mailed to the appropriate Dean, EVCAA and Director of Affirmative Action for pre-approval prior to submissions with the "Vacancy Notice" e-Doc form. Other advertisements (online or in print) can contain abbreviated duties and responsibilities with a link for more information on the position and its duties and responsibilities.

Please contact the Associate EVCAA or Director of Affirmative Action if you have any questions.