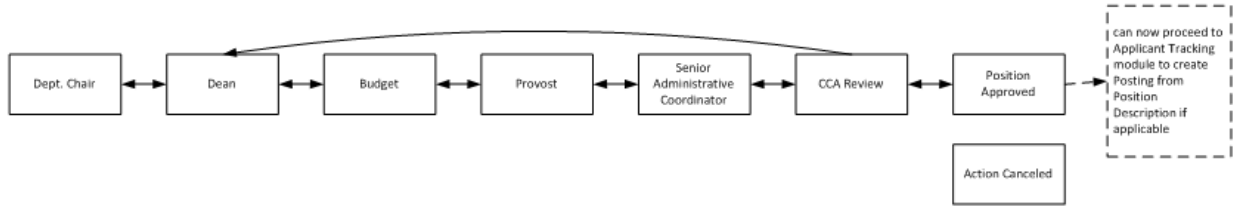**REVISED WORKFLOW OF THE RECRUITMENT & HIRING PROCESS FOR FACULTY POSITIONS**

1. Department Chair and Dean discuss staffing needs for coming year. Dean gives OK for Department Chair to start formal process to establish and fill a position.

2. Department Chair enters position into Careers in Position Management module and sends to Dean for review and approval.

3. Dean forwards the position through the workflow (above).

4. Once all approvals are received, CCA sends email "Approved, you may now proceed to the Applicant Tracking module to create the posting using this position description"

5. Department Chair starts Posting Request for a Faculty Position in Careers AFTER being notified the position has been approved by the Classification/Compensation Analyst (email).
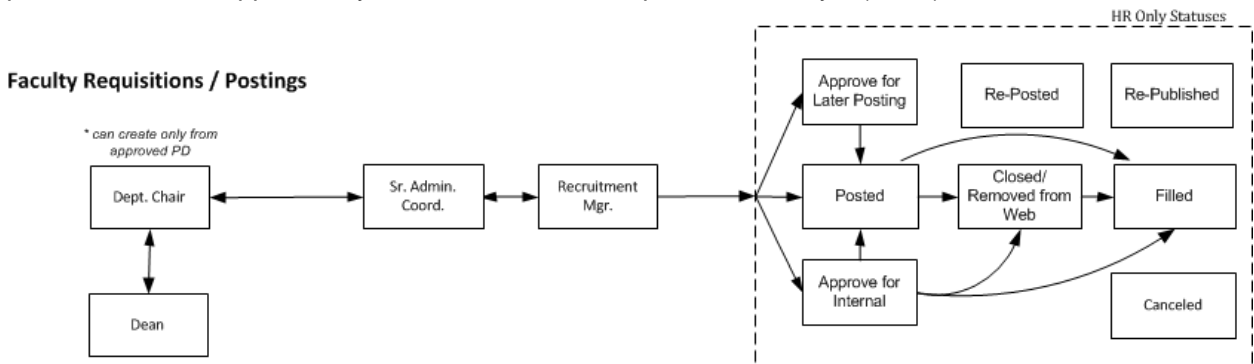
6. *Department Chair has the option to send the posting request to the Dean (NOTE: This may be included as part of step 1, where all communication on the position is handled exclusively through Careers vs. email or other means. Please check with your Dean to find out their preference in this matter.)*

7. If sent to the Dean, they will approve or ask for more information, still sending the request back to the Department Chair.

8. Department Chair forwards request to Senior Administrative Coordinator.

9. Senior Administrative Coordinator will review all budget and FOAP information, then send the request back to the Department Chair for more information, or approve and send to the Recruitment Manager for posting.

10. Department Chair and Search Committee create Recruitment Plan and forward to HR for review (NOTE: This can be done at any time during the beginning of the process, but must be completed before a job will be opened for applications.)

11. Dean and OHR/AAEEO review and approve Recruitment Plan, including approval of advertisement sources to be used.

12. Recruitment Manager will use the information found on the Recruitment Plan as well as in the Posting Request to open the job on Careers. Follows up with Department Chair as necessary.

13. Recruitment Manager posts position in Careers, sends out recruitment announcements, places newspaper ads, posts to Higher Ed Jobs, The Chronicle and other general sites. Costs for these sites are charged to the FOAP provided by Budget for recruitment expenses. Recruitment Assistant updates AAEEO calendar with projected close dates.

14. Dean and Department Chair will post the advertisement on concentration-specific sites and send to email listservs. Billing and payment for these positions is handled within the Department.

15. AAEEO and Recruitment Manager meet with the Search Committee before the job closes to discuss objectives, process and to answer any questions.

16. Dean and AAEEO certify applicant pool after close date and notify Department Chair.

17. Search Committee finalizes the steps to take in their search process, including review sheets, timetable, questions, etc.

18. Search Committee completes initial screening of applicants using method outlined in the recruitment plan to identify candidates meeting advertised criteria.

19. Search Committee or Chair complete in-depth review of remaining applicants' qualifications and share recommendations with Dean for interview candidates.

20. Search Committee Chair or Department Chair updates statuses in Careers for candidates who do not meet the minimum qualifications to "not interviewed, not hired, no email". **The Recruitment Manager will review all applicants with this status and will send emails to these candidates via system update.** (NOTE: HR will identify and follow up on Careers' status for current employees not selected for interview.)

21. Candidates are contacted for Skype, telephone or initial in-person interview by Search Committee Chair. Any candidates who withdraw from consideration or decline interview are updated in Careers with the appropriate status update.

22. Initial interviews are conducted by the Search Committee. If interviews are to be held at a conference, the entire Committee does not have to attend, but the same members must be present interviews done at that time.

23. Search committee members should conduct reference checks and complete the reference check form. Reference checks may be conducted by different committee members or by one designated member as determined by Search Committee Chair, Department Chair or Dean.

24. Final interview candidates are contacted for on-campus interview. A minimum of three on-site interviews are recommended. If only one candidate accepts an on-campus interview, Dean needs to discuss with AAEEO before proceeding.

25. Search Committee Chair, or designee, schedules on-campus activities, interview process and finalizes the interview questions. Meeting with the Dean is scheduled. If unavailable, the Dean may designate a representative to meet with the candidate instead.

26. The full Search Committee conducts on-site interviews in accordance with the Recruitment Plan.

27. Search Committee Chair, or designee, completes references using the reference check form (if not already completed earlier).

28. Search Committee Chair makes recommendation to the Dean. Documentation includes candidates' strengths and weaknesses based on the interview. Candidates may be prioritized by the Search Committee or by the Dean, depending on position and preference.

29. Dean makes recommendation to the Provost.

30. If approved by Provost, verbal offer is made by the Dean or Department Chair to the candidate using the conditional offer verbiage as provided by HR.

31. Dean's Office requests background check through the HR website if verbal offer is accepted.

32. HR completes background check. Email is sent requesting search materials from Dean/Search Committee Chair

33. Background check results received within 5-10 days, depending on work history and where they have lived previously. Information from the check is communicated to Dean

34. Search Committee Chair sends required search materials and documentation with summary form to OHR/AAEEO.

35. Dean's Office sends pre-contract ("warm and fuzzy") letter to candidate with a copy sent to [jobs@umw.edu to Search Committee Chair](mailto:jobs@umw.edu) or Department Chair (as applicable). Copy of the letter and the CV go to the Provost's Office.

36. Search Committee Chair updates any candidates interviewed during the initial process (phone, conference, in person) that were not selected as "Interviewed, Not Selected" in Careers. This status will send an email to these candidates automatically through the Careers system. (NOTE: Current employees should not be updated)

37. Search Committee Chair notifies candidates interviewed on campus and not selected for the position via mail, phone or email, within 10 days of the pre-contract letter being completed and notifies Recruitment Manager when this has been completed.

38. Recruitment Manager will update statuses in the system for these candidates upon notification that they have been informed they were not selected for the position. This will ensure that they do not still receive a system-generated email.

39. Provost's Office sends Human Resources the original data sheet, CV and transcript (if available) for selected candidate.

40. BOV approval of hire: once the BOV formally approves the hire, the official Letter of Appointment is sent by the Provost's Office to Human Resources with a copy to the Dean. Letter is sent to the candidate by the Provost's Office.

41. If the search closed without a suitable hire, the Closed Without Hire Form should be completed by the Dean and submitted to the Provost's Office and HR.