Guidelines for Faculty Searches: Process Flow

APSU or your AP Personnel (Chemistry/Physics) will guide you through each stage

July — Search Approval

- Provost approves FTE (Cluster, College, Dept).
- Div Dean sends FTE approval to Dept Chair (College, Dept)
- Search chair chosen & approved (by search type):
- Dept: Dept Chair & Div Dean
- College: Div Dean
- Cluster: Provost's Steering Committee.

Create a Search Plan

- APSU sends recruitment plan template to Search Chair to fill out.
- Search Chair forms Search Committee with input from Div Dean & Dept Chair (Dept/College) or Steering Committee (Cluster)
- Additional approvals from ANR are required for CE Specialist searches.

Aug - Sept — Approvals & Training

- APSU submits recruitment plan for approval via AP Recruit.
- Approval flow: See Guidelines for Faculty and CE Searches (under "Approvals").
- Search Committee attends required trainings and signs off on Conflict of Interest forms.

Advertisement Posted

- Once recruitment plan is fully approved, Recruitment Analyst will notify search committee chair and place all ads.
- Recruitment Period should be for 8 weeks; ad must be posted for a minimum of a 30-day period.

Application Review

- Search Committee reviews applications.
- Recruitment Analyst reviews Applicant Diversity Report midway through application review and advises Search Chair if other ad venues are needed to satisfy AA requirements.
- AACO or Search Chair mark applicants who meet/don't meet basic qualifications.

Oct-Nov — Shortlist Review

- Each committee member selects and ranks the candidates.
- AACO or Search Chair mark disposition reasons in AP Recruit (recommend for interview, serious consideration) to create the short list and alternate list (if any).
- Mark all other candidates with appropriate disposition reasons.

Pre-Approval of Candidates

- Search Chair provides short list summary.
- Approval Flow: See Guidelines for Faculty and CE Searches (under "Pre-Approval of Candidates")

Submit Short List

- Recruitment Analyst inputs short list to AP Recruit.
- Approval flow: See Guidelines for Faculty and CE Searches (under "Submit Short List").
- Once all approvals have been received, Recruitment Analyst notifies Search Chair that interviews can commence.

Nov-Jan — Interview Candidates

- **Interviews are scheduled only after ALL approvals are received in AP Recruit.**
- Itineraries are completed by the search department or APSU (college only).
- Interview notes and itineraries for each candidate are required and must be submitted to the Recruitment Analyst.

Select Candidate

- Dept Chair collects feedback on all interviewed candidates. Faculty meet to vote and rank final candidate(s).
- For college and cluster searches, Search Chair collects feedback from all participating departments. Candidate selects home department.
- Selected department invites candidate for second interview (college/cluster)

Negotiations

- Dept Chair emails summary to Div Dean with request to begin negotiations w/final candidate.
- Div Dean approves final candidate by email (cc APSU Director).
- **Observe offer deadlines for candidates employed by certain institutions.**
- O/S salary over 25% of base salary must be pre-approved by VPAP (cc Recruitment Analyst).

Feb-March — Offer Extended to Candidate

- Dept Chair negotiates with candidate and enters offer data in Startup Request Module in ACAPERS.
- Div Dean approves final offer in StartUp Module.
- APSU creates offer ltr (Asst I-III) or startup ltr (Asst IV+). Routing flow: See Guidelines for Faculty and CE Searches (under "Offer Extended to Candidate").

(Type of search is indicated in parentheses where relevant.)

Key: = Divisional Dean/Dean | = Department Chair | = Search Chair | = All Committee Members | = APSU | = Provost