Faculty Hiring Process: Checklist for TIUs

1. The TIU Head emails proposed Faculty Position Request to the Senior Associate Dean and Director of Faculty and Staff Affairs (SAD-FSA).
   - Deadline for the initial review of faculty requests is September 1 for all TIUs except for Department of Extension and Ohio State ATI because of their separate budget processes
   - Position requests will be entertained throughout the year, but this initial review is the best opportunity for consideration
   - TIU Head engages in TIU process to submit a position for college consideration (consult TIU APT document)
   - SAD-FSA distributes the request to Vice President’s Cabinet and Chief of Staff (CoS) schedules TIU Head position presentation for the VP Cabinet
   - TIU Head presents and discusses with Cabinet
   - Cabinet deliberates, discusses & decides: Approved as Presented; Approved with Revisions (work with the SAD-FSA to reconcile); Approved with Major Revisions (re-present to the VP Cabinet); Not approved

If the TIU of the faculty position being proposed is not in CFAES, the TIU Head will keep the SAD-FSA informed of the next steps of the process in terms of how they unfold with the TIU, including search committee appointment, semi-finalists/finalists, and proposed offer. The VP/Dean retains the right to meet with and weigh in on any point of the process.

2. TIU Head proposes search committee and committee chair to the SAD-FSA Assistant Dean of Equity & Inclusion (AD-DEI) for vetting and approval
   - Committee invitations should NOT be extended until the committee is approved.
   - Committee should be diverse and, at the least, comprised of:
     o TIU faculty members (should be a majority of the committee)
     o a TIU staff member
     o a student (if there are teaching/advising/mentoring responsibilities)
     o an external member (depending on the position, this could be a faculty member outside the TIU/college or an external stakeholder)
Note: Proposed exceptions to the search committee requirements should be forwarded to SAD-FSA

3. **TIU Head invites search committee members and schedules first meeting**
   - Schedule the AD-DEI and SAD-FSA *immediately* to deliver the charge to the committee and answer questions
   - Each committee member needs to have completed Inclusive Excellence training every 2 years – consult CFAES Office of DEI
     - Members of the committee can sign up for a monthly meeting, the search committee chair can schedule as part of the committee charge, or the search committee chair can schedule a separate training
   - Team/OneDrive folders should be created granting access to the search committee, TIU Head, HR Consultant, and Talent Acquisition Consultant
   - The TIU Head should review TIU and CFAES APT documents regarding searches/appointments with the search chair
   - The position description should be finalized *after* the charge (depending on TIU procedures, sometimes the finalization of the position description is done by the search committee)
     - Consult [https://cfaesfacultyandstaff.osu.edu/policies-procedures](https://cfaesfacultyandstaff.osu.edu/policies-procedures) using the Faculty Searches dropdown for a position description template with appropriate EEO language and wording to reach a diverse audience

4. **Once the position description is finalized, the position will need to be initiated in Workday.**
   - Consult your HR Consultant for this step in the process

5. **Recruitment of the position commences.**
   - Each search committee should develop a plan for recruitment
   - Every faculty position should be advertised in the *Chronicle for Higher Education* for 30 days
   - Search committee members should:
     - share the posting in appropriate email lists, newsletters and job boards
     - make direct contact with potential candidates or others in the field who might know of possible candidates
   - Consult [https://cfaesfacultyandstaff.osu.edu/policies-procedures](https://cfaesfacultyandstaff.osu.edu/policies-procedures) using the Faculty Searches dropdown for a CFAES Faculty Hiring Guide with helpful tips on diverse and equitable recruiting
6. If necessary, the committee narrows the applicant pool (including phone/Zoom interviews, video submissions, or other techniques, if appropriate) using best practices discussed during the charge meeting and inclusive excellence training.
   - Both the size and quality of pool should be leading factors to determine if a semi-finalist narrowing process is needed.
   - Be consistent from interview to interview in regard to questions being asked
     - Follow-up questions are completely acceptable

7. The Search Chair will forward recruitment materials and names of final candidates being recommended for a campus interview to the TIU Head, SAD-FSA, and AD-DEI for final approval, noting any candidate that might be hired with tenure.
   - Provide copies of candidate selection and feedback rubrics, and finalists’ materials including Diversity Statements
   - No more than three finalists should be forward unless there’s an exemption request to the SAD-FSA a fourth finalist, supported by the TIU Head
     - Interviews for the mere sake of courtesy are not encouraged
   - Names of all candidates considered for tenure upon hire must be provided and the OAA authorization and disclosure form must be completed prior to the on-campus interview. Share those names with the SAD-FSA when requesting final approval so that process can be initiated with OAA.
   - Note: all official records of the search must be turned into HR at the end of the search where they will be held for three years

8. Schedule interviews/meetings
   - Include TIU faculty, staff, students, stakeholders, collaborating units, and schedule a visit to Wooster, Columbus, or statewide campus, as appropriate
   - The TIU Head or designee works with the SAD-FSA’s assistant to schedule the VP Cabinet with each candidate
     - Cabinet is invited; scheduling priority given to SAD-FSA and appropriate mission associate deans based on candidate’s distribution of effort
     - Schedule meeting holds early in the process when possible
   - Consider opportunities for the candidate to visit the area and look at housing

9. Conduct interviews
   - Every candidate must have essentially the same interview agenda (agenda content, but not necessarily in the exact same order)
• Collect interview feedback on standardized forms or electronic questionnaires for all engaged in the search (use the same form for all candidates)
• VP Cabinet to provide feedback to TIU Head through SAD-FSA
• Any issues of acceptability of a candidate by the VP Cabinet will be communicated during this step

10. Reference checks are conducted
• Search Chair and TIU Head consult with HR Consultant regarding reference check process; options could include checking references of...
  o all semi-finalist prior to the campus interviews to provide additional data on selecting finalists for campus interviews; search committee would conduct reference checks at this stage
  o all finalists prior to the final search committee meeting to provide additional data; search committee would conduct reference checks at this stage
  o all finalists considered acceptable by the search committee; the TIU Head or Search Chair should conduct this reference check

11. Search Chair provides Search Committee Report to TIU Head
• Detailed search procedure (timeline of search-related meetings and interviews with individuals/groups engaged in said meetings and interviews)
• Number of applicants at each phase (applicant pool, semi-finalists, finalists)
• Summary of each interviewed candidate; final report to include:
  o Acceptability of each candidate (do NOT rank)
    ▪ Options include:
      • acceptable or not acceptable
      • acceptable, acceptable with reservation, and not acceptable
    ▪ Acceptable = the candidate would be successful under normal circumstances (the candidate would still need typical mentoring/onboarding)
    ▪ Acceptable with Reservations = the candidate would be successful with some purposeful intervention(s) beyond typical mentoring/onboarding
    ▪ Not Acceptable = the candidate would not be successful and should not be hired under any circumstance
  o Positives and Challenges/concerns for each candidate
  o Special considerations, if applicable
12. TIU Head makes verbal offer and enters into verbal negotiations with the candidate using the parameters of the signed and approved faculty request form provided by the SAD-FSA
   • Should negotiations require an offer beyond VP Cabinet-authorized parameters, TIU Head must receive approval from SAD-FSA (depending on scope of request, SAD-FSA may need to consult the Dean and/or Cabinet)

13. The TIU Head should request from the Talent Acquisition Consultant a letter of offer (LOO) template (please use the most updated version – do not use older versions)
   • Once completed, the TIU Head should send to the SAD-FSA, HR Business Partners and Talent Acquisition Consultant for a final review

14. HR prepares the LOO via DocuSign to send to the candidate
   • If the candidate is hired at the Associate Professor or Professor ranks, the TIU Head works with SAD-FSA on the off-cycle promotion and tenure review once the LOO is signed