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| http://cfaes.osu.edu/commtech/sites/d6-ct.web/files/logos/Horiz/JPEG/OSU-FAES-Horiz-RGBHEX.jpg | Faculty Hiring Process **POSITION REQUEST AND HIRING** |

1. TIU Head email proposed Faculty Position Request to Associate Dean for Faculty and Staff Affairs (AD-FSA)
2. Possible meeting with AD-FSA to flesh out the request
3. AD-FSA distributes to:
   1. VP Cabinet and schedules TIU Head presentation
   2. Other Chairs/Directors for comments to be sent to AD-FSA
4. TIU Head presentation and discussion with Cabinet
5. Cabinet to deliberate, discuss & decide with the following results:
   1. Approved as presented
   2. Approved with revisions; work with the AD-FSA to reconcile
   3. Approved with major revisions; to be re-presented to the VP Cabinet
   4. Not approved at this time
   5. Not approved

Note: If the TIU of the faculty position being proposed is not in CFAES, the TIU Head will keep the AD-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.

1. TIU Head assembles names of proposed search committee members and emails to AD-FSA for approval
   1. Committee should be diverse and, at the least, comprised of:
      * + department/school faculty (majority of committee)
        + a department/school staff member
        + a student
        + external member (faculty or stakeholder)
        + Note: Proposed exceptions to the search committee requirements should be forward to AD-FSA
   2. HR professional (TIU assigned professional or designated talent acquisition profession) should be invited to meeting and the Box folder
   3. The TIU Head designates the chair of the search committee
   4. Once the search committee has been determined, TIU Head forwards to AD-FSA for final approval on proposed committee

1. TIU Head to appoint search committee and schedule first meeting
   1. Assistant Dean of Equity & Inclusion (AD-DEI) or AD-FSA to deliver charge
   2. Committee to review details on searches at <https://equityandinclusion.cfaes.ohio-state.edu/resources/resources-faculty-and-staff-searches>
   3. Committee members need to have completed Inclusive Excellence training
   4. BuckeyeBox search folder created granting access to the search committee, AD-FSA, and HR professional
   5. Review TIU and CFAES APT documents regarding searches/appointments
2. To commence search, the TIU Head or Search Chair should do the following:
3. After having CFAES HR review, advertise and actively recruit
4. Advise AD-FSA of search timeline and provide regular updates
5. Post position description, committee roster, applications and CV’s on Box
6. Narrow applicant list (including phone/Zoom interviews, video submissions, or other narrowing techniques, if appropriate)
7. The Search Chair will forward applicant list and names of final candidates to AD-FSA, AD-DEI and TIU Head to confirm due consideration given for diverse candidates and other factors
   1. Provide copies of candidate selection and feedback rubrics to AD-FSA, AD-DEI and TIU Head

Note: all written records of the search must be turned into HR where they will be held for three years

1. Schedule interviews/meetings
   1. Include unit faculty, staff, students, stakeholders, collaborating units, and schedule a visit to Wooster, Columbus, or statewide campus, as appropriate (see sample itinerary)
   2. The VP/Dean should be scheduled when possible
   3. The TIU Head works with the AD-FSA to schedule the VP Cabinet, based on the faculty position, and shares search materials with schedule Cabinet members
      1. AD-FSA should always be scheduled; AD-Operations should be scheduled only if space is an important consideration; AVP-Wooster should be scheduled if Wooster is the campus home for the faculty member
      2. Mission Associate Deans should be scheduled if the faculty position has an expectation or appointment in that mission area
   4. Consider opportunities for the candidate to visit the area and look at housing
2. Conduct interviews
3. Every candidate must have essentially the same interview agenda
4. Collect interview feedback on standardized forms or electronic questionnaires *(use the same form for all candidates)*
5. VP Cabinet to provide feedback to TIU Head through AD-FSA
6. Reference Checks
   1. Search Chair and TIU Head consults with HR professional regarding reference check process; options could include checking references of…
      1. all semi-finalist prior to the campus interviews to provide additional data on selecting finalists for campus interviews; search committee
      2. all finalists prior to the final search committee meeting to provide additional data; search committee would conduct reference checks
      3. the finalist(s) selected by the TIU head; the TIU head or Search Chair should conduct this reference check
7. Search Chair provides Search Committee Report to AD-FSA and TIU Head
   1. Detailed search procedure (timeline of search-related meetings and interviews with individuals/groups engaged in said meetings and interviews)
   2. Number of applicants
   3. Number of applicants interviewed by phone
   4. Summary of each interviewed candidate – acceptable or not acceptable   
      (do NOT rank)
      * Positives
      * Challenges/concerns
      * Special considerations, if applicable
8. TIU Head provides proposed offer letter to AD-FSA, who reviews for consistency with approved faculty request
   1. Offer letter should be generated in consultation with CFAES HR
9. TIU Head makes offer and enters into negotiations with the candidate
   1. Should negotiations require an offer beyond Cabinet-authorized parameters, TIU Head must receive approval from AD-FSA (depending on scope of request, AD-FSA may consult Dean and/or Cabinet)
10. TIU Head advises AD-FSA of offer acceptance and
    1. Provides final offer letter for review
11. HR prepares the letter via DocuSign to send to the candidate
    1. If the candidate is hired at the Associate Professor or Professor ranks, the TIU Head works with AD-FSA on the expedited promotion and tenure review process

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| http://cfaes.osu.edu/commtech/sites/d6-ct.web/files/logos/Horiz/JPEG/OSU-FAES-Horiz-RGBHEX.jpg | **FACULTY POSITION REQUEST** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Tenure Initiating Unit: \_\_\_\_\_** | | | | | | |
| Rank(s) |  | | | | | |
| Distribution of Effort | XX% Teaching, XX% Research, XX% Extension, XX ATI | | | | | |
| Appointment Term | 9-month | | | | | |
| Re-Authorization of Position? |  | | | | | |
| Area of Specialization |  | | | | | |
| Salary Range |  | | | | | |
| Start-up Budget and Costs | Include relocation, space, graduate associates, etc. | | | | | |
| Campus/Location |  | | | | | |
| Proposed Start Date |  | | | | | |
| **Replacement or New Position** | | | | | | |
| If replacement, name position(s) | | |  | | | |
| Mortgage or leveraging future retirement? | | |  | | | |
| If so, expected date of retirement | | |  | | | |
| If new, source of funding | | |  | | | |
| **Multidisciplinary Prospectus** | | | | | | |
| Potential collaborators |  | | | | | |
| TIU appointment split, if any |  | | | | | |
| **TIU’s total FTE or $ availability** | | GF | | OARDC | OSUE | ATI |
|  | |  |  |  |

**For Use by the Associate Dean for Faculty and Staff Affairs**

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|  | Approved as presented | **Notes**  If you requested additional support, any authorized additional support must be listed here. |
|  | Approved with revisions; work with the AD-FSA to reconcile |
|  | Approved with major revisions; to be re-presented to the VP Cabinet |
|  | Not approved at this time |
|  | Not approved |
| **Signature for Final Approval: (top box must be selected)** | |

**Draft Position Description**

*(copy & paste text here or attach)*

**Support Requested from CFAES Funds**

**Start-up funding requested from the college, if any**   
*(describe rationale & need; note, the typical expectation is that the unit will cover start-up)*

Start

**Describe any other support requested***(e.g. needed access to facilities, in-kind support, etc.)*

Start

**Recruitment Plan and Diversity Expectation**

**Please provide a description of your recruitment approach and specific efforts to ensure a diverse pool of candidates**

Start

**Programmatic and College Criteria** *(add space below as needed)*:

**How does this position contribute to the CFAES mission?**

Start

**What critical program needs or opportunities in our teaching, research, and/or extension/outreach missions does this position support?**

Start

**How does this position fit in with the unit’s long-term strategic objectives?**

Start

**How will this position complement or advance program strengths within the academic unit, the College, and/or with collaborating units? Related, how does this position contribute to collaborative or integration efforts within CFAES, other colleges, and/or new/existing stakeholders?**

Start

**What opportunities and expectations for new resource generation are associated with this position and/or expectations of this faculty member to maintain current resources if this is a replacement (grants, credit hours, other entrepreneurial activities) as they fit in the unit’s and CFAES long-term strategic objectives?**

Start