

Academic Faculty Search Timeline variations

Typically the Dean (or designee) must provide approval to post, recruit, and hire for a position before this timeline begins.

Stage	What happens	Timing	Who is involved					Variations in practice
			Hiring Official	Search Chair	Search Advocate	Search Committee	Discipline faculty	
Pre-posting	Hiring official establishes draft position; invites committee members & search advocate and schedules 1 st meeting	6-10 weeks before position open date (most can be done the previous spring with some preplanning).	Yes					Shared governance: Department faculty may be involved in advance needs assessment and planning
	Hiring official, search chair, and search advocate meet for pre-planning before first committee meeting	1 hour sometime before first search committee meeting	Yes	Yes	Yes			More specific input from broader faculty may be sought for draft job description
	First meeting - hiring official charges the committee , defines expected work product and answers questions	1 meeting of 1-2 hours	Yes	Yes	Yes	Yes		
	Search committee's first 2-3 meetings <ul style="list-style-type: none"> Schedule/calendar all search committee meetings and activities (interviews, etc.) Review/suggest edits to job description and application requirements Establish screening criteria/make any needed corrections to PD Plan recruitment strategy (broadcast & network) including Recruitment Resource guide listserv 	Up to 3 meetings of 1-2 hours (usually including the charge meeting)		Yes	Yes	Yes		A complete application package might include a CV, cover letter, statement of teaching philosophy, statement of research interests, and a diversity/equity/inclusion statement. OSU does not recommend collecting reference letters or transcripts at this stage.
Reviews and Approvals	<ul style="list-style-type: none"> Search chair shares job description, criteria matrix, and recruitment plan with hiring official to check for alignment Search committee and hiring official discuss and resolve any concerns from hiring official 	Combined waiting time is about 2 weeks	Yes	Yes	Maybe	Maybe		Hiring official and/or HR may ask questions, offer suggestions, or request revisions before approving

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	<ul style="list-style-type: none"> Once approved by hiring official, search chair forwards recruitment request to HR for review/approval HR works with search chair on suggested or required revisions HR approves, posts position on OSU Jobs site & notifies search chair by email 							
Recruit	<ul style="list-style-type: none"> Check job posting IMMEDIATELY for accuracy and let HR know if any corrections needed Send job announcement to Recruitment Resource email list (using info from HR approval email) Follow broadcast advertising plan (see resources in Recruitment Resource guide) Personal/network outreach recruiting 	<p>As soon as job is posted</p> <p>Initial recruitment period is typically 1-3 months</p> <p>1-3 hours per person</p>		Yes	Yes	Maybe	Maybe	<p>Recruitment period may include full consideration date and later final closing date</p> <p>Shared governance: Full faculty or disciplinary faculty actively recruit candidates from around the country</p>
Initial Screen	<p>Search Committee members – before meeting</p> <ul style="list-style-type: none"> Each committee member reviews all applications using screening criteria matrix 	Depends on size of pool – 1 week to 1 month		Yes	Yes	Yes		For very large pools, subsets of the pool may be assigned to pairs or small groups of committee members for in-depth review
	<p>Search committee meeting(s)</p> <ul style="list-style-type: none"> Before screening discussions begin – identify and address conflicts of interests and known candidates Record screening reasons on applicant disposition worksheet <i>as they are made</i> First screen – distinguish those who meet measurable minimum qualifications from those who do not Second screen – focus on candidate strengths first. Cluster those who meet measurable minimums into defined groups (example: highly qualified, 	1-3 meetings of 1 or 2 hrs each		Yes	Yes	Yes		<p>If possible, members with COI recuse themselves</p> <p>*Screening reasons may also be recorded by a search admin during the committee meeting as decisions are made</p> <p>Reference letters <i>may</i> be requested for screening after the remote and/or site interviews, <i>or</i> phone references may be</p>

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			Hiring Official	Search Chair	Search Advocate	Search Committee	Discipline faculty	
	<p>well qualified, qualified) using established criteria matrix</p> <ul style="list-style-type: none"> • Third screen – identify candidates to advance to remote interviews (video or phone) 							substituted. Letters are typically not required for initial applications
	<p>Post-meeting reviews/approvals</p> <ul style="list-style-type: none"> • Search chair shares proposed first interview list with hiring official for alignment • If veterans in pool, get interview approval from HR • Search chair notifies (usually by email) candidates who have been eliminated from consideration. Search chair may also notify some candidates that they are being held “in reserve.” 	<p>1-2 days (wait time)</p> <p>1-2 days (wait time)</p> <p>1-2 hours</p>	Yes	Yes				Good practice - check impact on pool demographics; revisit if necessary (1-2 days)
Remote Interviews (video or phone) & post interview screen	<p>Plan and conduct remote interviews</p> <ul style="list-style-type: none"> • Search committee – develop questions based on criteria matrix – focus on high-priority required and preferred qualifications identified for assessment at this stage • Search chair or search admin – invite candidates; work with candidates and committee to schedule remote interviews • Search chair or search admin - consider sending questions to candidates shortly (15 min – 24 hours) before the interview • Search Committee - conduct interviews 	<p>1 meeting</p> <p>Variable</p> <p>45-60 minute per interview PLUS 15 min debrief after</p>		Yes	Yes	Yes		<p>Conference interviews are falling out of favor because of inherent inequities. If conference interviews are planned, pre-plan questions and use the same questions for remote interviews of candidates who don’t attend conference</p> <p>*Interview scheduling and logistics may be done by search admin</p>
	<p>Post-interview screening/reviews/approvals</p> <ul style="list-style-type: none"> • Search committee – use information collected during remote interviews to re-evaluate applicants still under consideration (using priorities as established in criteria matrix); identify candidates proposed for on-site/2nd round interviews. 	<p>1 meeting (1-2 hours)</p> <p>1-2 days (wait time)</p>		Yes	Yes	Yes		
			Yes	Yes	Maybe	Maybe		

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			Hiring Official	Search Chair	Search Advocate	Search Committee	Discipline faculty	
	<ul style="list-style-type: none"> • Search chair, search admin, or search advocate – records screening reasons on the applicant disposition worksheet as applicants are eliminated during the meeting. • Search chair shares proposed 2nd interview list with hiring official for alignment • Search chair notifies (usually by email) candidates who have been eliminated from consideration. Search chair may also notify some candidates that they are being held “in reserve.” 		Yes	Yes Yes				<p>Hiring official may discuss questions with full committee before approving or requesting additional work</p> <p>Good practice - check impact on pool demographics; revisit if necessary (1-2 days)</p> <p>Shared governance: Some units have had a practice of presenting proposed “short list” to full faculty for vote; this practice is NOT recommended</p>
On-site Interviews & post-interview screen	<p>Plan and conduct site interviews</p> <ul style="list-style-type: none"> • Search committee – develop questions based on criteria matrix – focus on high-priority required and preferred qualifications identified for assessment at this stage. Committee also develops feedback survey to collect post-interview input from other faculty, students, and stakeholders. • Search chair or search admin – Invite candidates; work with committee to draft site visit itinerary, including breaks and uncommitted time candidate may schedule. Send draft itinerary to candidate for changes or approval. • On-site interviews • Search committee collect feedback from stakeholders 	<p>One meeting (1-2 hours)</p> <p>Allow 1-2 days for candidate response</p> <p>1-2 days per visit over several weeks/months depending on # of candidates and availability</p>		Yes Maybe*	Yes Yes	Yes Yes	Yes Yes	<p>Departments often set aside up to half a day for one-on-one meetings between each candidate and possible faculty collaborators</p> <p>Faculty candidate site-visits often included hosted lunch and/or dinner at local restaurant with several people</p> <p>*Search admin often does much of the candidate interaction/itinerary planning in collaboration with search chair</p>
	<p>Post-interview screening/reviews/approvals</p> <ul style="list-style-type: none"> • Search committee – synthesize information collected during site interviews, using priorities established in criteria matrix; re-evaluate applicants still under consideration and identify candidates proposed for continued consideration. 	<p>One meeting (1-2 hours)</p>		Yes	Yes	Yes		

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			Hiring Official	Search Chair	Search Advocate	Search Committee	Discipline faculty	
	<ul style="list-style-type: none"> • Search chair, search admin, or search advocate – records screening reasons on the applicant disposition worksheet as applicants are eliminated during the meeting. • Search chair connect with hiring official for alignment if any candidates are proposed for elimination at this stage • Search chair notify any eliminated finalists by phone, and follow up with a confirming email 	<p>2 days (wait time)</p> <p>As soon as hiring official approves elimination</p>	Yes	Maybe* Yes	Maybe* Yes			<p>specific input from faculty using the input instrument developed by the search committee.</p> <p>*Screening reasons may also be recorded by search admin during the meeting if available</p>
References	<p>Request and/or contact references</p> <ul style="list-style-type: none"> • Search committee – develop reference questions based on criteria matrix; focus on highest-priority qualifications and open questions/concerns • Search chair or hiring official – notify candidates before contacting references • Search chair and/or search committee members contact references to schedule reference calls; conduct reference calls and record responses to reference questions 	<p>One meeting (1-2 hours)</p> <p>Variable—reference calls are usually 20-40 minutes</p>	Maybe*	Yes Maybe* Maybe*	Yes Maybe* Maybe*	Yes Maybe*		<p>*Sometimes hiring official may conduct some or all references.</p> <p>*When search committee members conduct references, best practice is to have two committee members present for the call. Those performing the reference calls should schedule the calls with the referees in advance</p>
Committee Synthesis & Report	<p>Compile and synthesize all information</p> <ul style="list-style-type: none"> • Search committee compiles all information collected from applications, interviews, stakeholder feedback instruments, and reference checks and develops a detailed and consistent assessment of each candidate based on the criteria matrix. • Search committee or search chair drafts a final report for hiring official; draft report is reviewed and edited by committee before it is submitted to the hiring official. Applicant disposition workbook is updated to reflect screening reasons for any candidates eliminated due to references. 	One or two meetings (1-2 hours each)		Yes Yes	Yes Yes	Yes Yes		Occasionally one or more committee members may disagree with the rest of the committee’s assessment. If consensus cannot be reached, it may be appropriate for those with the “minority” viewpoint to write a dissenting report.

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			Hiring Official	Search Chair	Search Advocate	Search Committee	Discipline faculty	
Hiring decision/offer	<ul style="list-style-type: none"> • Hiring official reviews committee analysis, requests any additional information they may need, and decides to either (1) make an offer, (2) ask the committee to reconsider/go deeper in the pool, (3) reopen the search, or (4) close the search without hire. • Hiring official contacts proposed appointee to negotiate offer; if terms are agreed upon, hiring official submits proposal to hire along with applicant disposition workbook (ADW) to HR for approval. • Hiring official or search chair works with HR on post-offer checks and/or international work eligibility • Once hiring proposal is approved, hiring official sends letter of offer to appointee for signature. • Once appointee signs offer letter, search chair or hiring official notifies non-selected finalists by phone followed by confirming email. • Hiring official notifies search committee of search outcome before announcing hire. 	Wait time; variable	Yes					If there is a clear difference of opinion between the search committee and the hiring official, hiring official is encouraged to discuss with the committee to clarify and (hopefully) reach consensus before proceeding.
			Yes					
		Variable – background checks can take up to 4 weeks or more	Yes	Maybe*	Maybe*			
		As soon as hire is confirmed	Yes					