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.

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<td>Hiring Official</td>
<td>Search Chair</td>
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<td>Pre-posting</td>
<td>Hiring official establishes draft position; invites committee members &amp; search advocate and schedules 1st meeting</td>
<td>6-10 weeks before position open date (most can be done the previous spring with some preplanning).</td>
<td>Yes</td>
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<td>Hiring official, search chair, and search advocate meet for pre-planning before first committee meeting</td>
<td>1 hour sometime before first search committee meeting</td>
<td>Yes Yes Yes</td>
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<td>First meeting - hiring official charges the committee, defines expected work product and answers questions</td>
<td>1 meeting of 1-2 hours</td>
<td>Yes Yes Yes Yes</td>
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| Search committee’s first 2-3 meetings | • 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 | | | |
| Reviews and Approvals  | • 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 | | | |

Shared governance: Department faculty may be involved in advance needs assessment and planning

More specific input from broader faculty may be sought for draft job description

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.

Hiring official and/or HR may ask questions, offer suggestions, or request revisions before approving
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| Recruiting          | • 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                                                                 | As soon as job is posted                                               | Hiring Official: Yes, Search Chair: Yes, Search Advocate: Maybe, Search Committee: Maybe  
Discipline faculty: Maybe                                                                 | Recruitment period may include full consideration date and later final closing date  
**Shared governance:** Full faculty or disciplinary faculty actively recruit candidates from around the country |
| Initial Screen      | • 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                                                                                                  | Depends on size of pool – 1 week to 1 month                           | Hiring Official: Yes, Search Chair: Yes, Search Advocate: Maybe, Search Committee: Maybe  
Discipline faculty: Yes                                                                                                                      | For very large pools, subsets of the pool may be assigned to pairs or small groups of committee members for in-depth review |
| Search Committee    | • Each committee member reviews all applications using screening criteria matrix                                                                                                                              | 1-3 meetings of 1 or 2 hrs each                                      | Hiring Official: Yes, Search Chair: Yes, Search Advocate: Maybe, Search Committee: Maybe  
Discipline faculty: Maybe                                                                                                                      | If possible, members with COI recuse themselves  
*Screening reasons may also be recorded by a search admin during the committee meeting as decisions are made  
Reference letters may be requested for screening after the remote and/or site interviews, or phone references may be |
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<td>Remote Interviews (video or phone) &amp; post interview screen</td>
<td>Post-meeting reviews/approvals</td>
<td>1-2 days (wait time)</td>
<td>Yes</td>
<td>Yes</td>
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<td>1-2 hours</td>
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<td>1 meeting</td>
<td>Yes</td>
<td>Yes</td>
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<td>Variable</td>
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<td>45-60 minute per interview PLUS 15 min debrief after</td>
<td>Yes</td>
<td>Yes</td>
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<td>Plan and conduct remote interviews</td>
<td>1 meeting</td>
<td>Yes</td>
<td>Yes</td>
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<td>Variable</td>
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<td>Hiring Official</td>
<td>Search Chair</td>
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<td>On-site Interviews &amp; post-interview screen</td>
<td>• 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.”</td>
<td>One meeting (1-2 hours)</td>
<td>Yes</td>
<td>Yes</td>
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<td>Plan and conduct site interviews</td>
<td>• 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</td>
<td>One meeting (1-2 hours)</td>
<td>Yes</td>
<td>Yes</td>
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<td>Post-interview screening/reviews/approvals</td>
<td>• 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.</td>
<td>One meeting (1-2 hours)</td>
<td>Yes</td>
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On-site interviews include opportunities for faculty candidates to engage in interactive, in-person conversations and assessments with potential colleagues.
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<td>Hiring Official</td>
<td>Search Chair Advocate</td>
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<td>References</td>
<td>Search committee – develop reference questions based on criteria matrix; focus on highest-priority qualifications and open questions/concerns</td>
<td>One meeting (1-2 hours)</td>
<td>Yes</td>
<td>Yes</td>
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<td>Search chair or hiring official – notify candidates before contacting references</td>
<td>Variable—reference calls are usually 20-40 minutes</td>
<td>Maybe*</td>
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<td>Search chair and/or search committee members contact references to schedule reference calls; conduct reference calls and record responses to reference questions</td>
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<td>Maybe*</td>
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<td>Committee Synthesis &amp; Report</td>
<td>Compile and synthesize all information</td>
<td>One or two meetings (1-2 hours each)</td>
<td>Yes</td>
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<td>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.</td>
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<td>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.</td>
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<td>Yes</td>
<td>Yes</td>
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| Hiring decision/offer     | • **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                                                                | 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. |
|                           | Variable – background checks can take up to 4 weeks or more  
As soon as hire is confirmed | Yes                                                                | Maybe*                                                              |                                        |
|                           |                                                                                                                                                  |Yes                                                                |Maybe*                                                               |                                        |

*Maybe* indicates that the involvement may vary depending on the situation.