

Step One: Overview of Faculty Recruitment Process/College Recruitment Plans

- Dean, in cooperation with Academic Unit Chairs/Directors, should consult your College Recruitment Plan, which is based on prioritized faculty hiring needs.
- Dean, in consultation with Vice Provost for Research if a start-up package is required, secures budgetary authority for College Recruitment Plan from Provost at beginning of annual Recruiting Cycle. Dean notifies Chairs/Directors of approved positions.

Step Two: Position Authorization and Announcement

- Unit Chair/Director appoints Search Committee and begins development of full position description/announcement. Refer to [Faculty Position Description and Ad Guidelines](#).
- Search Committee views streaming video on OED website to review compliance regulations. (www.bgsu.edu/offices/oed/search-committee/index.html)
- Unit Chair/Director forwards [Faculty Position Authorization Form](#) to Dean for approval. Attachments include:
 - * Full position description, [Faculty Position Description and Ad Guidelines](#).
 - * Abbreviated ad copy [Faculty Position Description and Ad Guidelines](#), and
 - * Position recruitment plan [Faculty Position Recruitment Plan Checklist](#).
- Dean reviews and forwards Position Authorization and attachments to OED for approval.
- OED reviews Authorization and attachments and assigns a job opening number upon approval. A position number is assigned by Human Resources.
- Unit Chair/Director and/or Search Committee Chair oversees distribution of position announcement and abbreviated ad copy.

Step Three: Applicant File Management

- Unit Support Personnel starts and maintains credential file for each applicant.
- Unit Support Personnel compiles list of applicant names, addresses, institutions, etc. for screening and mailings.
- Search Committee Chair, sends [Letter of Acknowledgement](#) to all applicants immediately. Enclosures include:
 - * [Detailed position description](#),
 - * BGSU and College Fact Sheets,
 - * [EEO Data Sheet](#),
 - * [Source of Referral for Employment at BGSU](#), and
 - * Pre-paid, self-addressed BGSU envelope.
- Support Personnel enters applicant tracking information into CSS 8.9 (PeopleSoft).

Step Four: Applicant File Review and Screening

- Search Committee develops review criteria based on qualifications and expectations identified in position description.
- Committee screens individual applicant files and narrows field of candidates. [Screen One](#)
- Selected candidate files are examined in depth. Recommended activities include:
 - * Semi-structured phone conversations between references and assigned Committee members. [Screen Two \(optional\)](#)
 - * Semi-structured interviews with candidates and Committee via conference calls. [Screen Three \(optional\)](#)
- Committee identifies finalists for campus interviews and, if appropriate, backup candidates.

- Committee Chair transmits recommendation and credential files to Unit Chair/Director.
- Unit Chair/Director prepares [Applicant Data/ Request to Interview Form](#) and recommendation and forwards to Dean. Chair requests *Applicant Flow* from OED *for Dean's review only*. (Dean, in consultation with Unit Chair, may request review of top two applicants of protected classes if not included in the applicant pool.)
Attachments include:
 - * Finalist credential files and
 - * Updated [Faculty Position Recruitment Plan Checklist](#)
- Dean endorses and submits [Applicant Data/ Request to Interview Form](#) and application to OED for review.
- OED reviews recommendation and notifies Dean of approval to proceed with interviews.
- Committee Chair sends [Letter of Regret](#) to applicants and candidates not in hold pool.

Step Five: Finalists' On-Campus Interviews

- Committee Chair personally notifies finalists of their status and invites to campus for interviews.
- Unit Support Personnel assists finalists with local transportation and lodging arrangements.
- Committee Chair sends [Letter of Confirmation: Finalist's Campus Interview](#) and DMA Forms. Information includes:
 - * Expectations for finalist presentation,
 - * Notification that three current letters of reference and official transcript are required for finalist credential files.
 - * The Declaration regarding Material Assistance/Nonassistance of a Terrorist Organization (DMA/TEL) MUST be completed and submitted to hiring unit prior to conclusion of on-campus interview. ([Instruction Memo, FAQ, DMA/TEL Forms](#))
 - * Schedule of events and list of individuals with whom candidate will meet ([Finalist Interview Schedule](#)), and
 - * Any pertinent Unit/College/University materials that may aid or inform finalists ([Finalist Information Package](#)).
- Committee notifies relevant groups and individuals of interviewing dates, times, locations.
- Finalists visit campus. Finalists receiving tenure consideration meet with Provost ([Interviewing Procedures for Applicants of Tenured Positions](#)).

Step Six: Selection of New Faculty Member and Final Hiring Procedures

- Search Committee forwards memo of recommendation with finalists' strengths/weaknesses to Unit Chair/Director.
- Unit Chair/Director completes [Appointment Activity Record](#) and forwards to Dean. Attachments include:
 - * Committee memo transmitting recommendation and listing finalists' strengths and weaknesses,
 - * Recommended finalist's vitae, and
 - * Timeline of search activities. [Recommended Chronology](#) is model timeline.
- Dean forwards [Appointment Activity Record](#) and attachments to OED for final approval.
- Unit Chair/Director, in consultation with Dean (and with Vice Provost for Research if start-up package is required) negotiates conditions of final offer.
- Unit Support Personnel enters selected-finalist data into HR Applicant Tracking System.
- Dean sends letter of appointment to selected finalist (in concurrence with Vice Provost for Research when appropriate) along with:
 - * contract,
 - * New Employee Data Form, and
 - * [I-9 Form](#), if not completed.
- College Support Personnel sends copies of appointment letter and contract to Provost's Office for budget monitoring. See [Letters of Appointment: Options for New Faculty](#).

- College Support Personnel forwards complete credential file to Provost's Office. Attachments:
 - * Curriculum vitae/resume,
 - * Three current (within 1 year) letters of reference,
 - * Official transcript of highest degree/program,
 - * Signed original letter of appointment,
 - * Signed original contract, and
 - * Completed New Employee Data Form.
 - * Completed DMA Form
 - * Completed I-9
- Provost's Office sends credential file to Human Resources for entry into CSS 8.9 (PeopleSoft).
- Committee Chair sends regrets/thank you letter to remaining finalists when new faculty member returns signed letter of appointment and contract.
- Human Resources returns file to Provost's Office for inclusion in Faculty Personnel Files. HR forwards contract to Payroll Office.
- Unit Chair/Director works with new faculty to develop an evolving [*Faculty Success Plan*](#).