**FACULTY SEARCH AND SELECTION PROCESS (revised Oct 2017)**

**Start**

- HPL obtains Chair approval for position to be filled
- Open search and if appropriate appoint Search Cmte.
- HPL provides info to Vice Chair Acad. Affairs, Pers Mgr and AP Coor: Working title, Job description, Rank/Series, Advertising Efforts
- HPL reviews and approves search plan
- Search Plan approved?
  - Yes
    - AP Coor retrieves applications and submits applicant pool if appropriate
    - Applicant Pool approved?
      - No
        - If “No”, AP Coor attempts to justify current pool or await other applicants as searches continue
      - Yes
        - HPL or Search Cmte reviews applicants and chooses the short list, if appropriate
        - Short List approved?
          - No
            - HPL or Search Cmte reviews applicants and chooses the short list, if appropriate
          - Yes
            - Chair authorizes final candidate
            - Search Report submitted within UC Recruit by Cmte and forwarded by AP Coor for approval, if appropriate
            - Search Report approved?
              - No
                - AP Coor activates posting within UC Recruit**
                - AP Coor uploads search plan into UC Recruit for approval. (approval time frame varies)
              - Yes
                - Search Report approved?
                  - Yes
                    - HPL completes LOU worksheet
                    - 1. Pers Mgr obtains LOU worksheet to draft LOU. Notifies Operations of space and resource needs.
                    - 2. LOU reviewed by Vice Chair of Academic Affairs
                    - 3. Draft reviewed by HPL and Chair for finalization.
                    - LOU provided to final candidate
                    - Candidate reviews and signs original or revised offer?
                      - Yes
                        - Pers Mgr notifies leadership and AP Coor. Commence hiring dossier and appointment processes.
                      - No
                        - Candidate reviews and signs original or revised offer?
                          - Yes
                            - Pers Mgr notifies leadership and AP Coor. Commence hiring dossier and appointment processes.
                          - No
                            - Pers Mgr notifies leadership and AP Coor. Commence hiring dossier and appointment processes.
                          - Revise
                            - Offer revised or closed if withdrawn
                            - Negotiates or withdraws
                            - Revised
                              - Offer revised or closed if withdrawn
                              - Withdrawn
                              - Stop

  - No
    - AP Coor retrieves applications and submits applicant pool if appropriate
    - Applicant Pool approved?
      - No
        - If “No”, AP Coor attempts to justify current pool or await other applicants as searches continue
      - Yes
        - HPL or Search Cmte reviews applicants and chooses the short list, if appropriate

**LEGEND**

- HPL – Hiring Program Leader
- Pers Mgr – Personnel Manager
- AP Coor – Academic Personnel Coordinator

**UC Recruit Actions**

**Candidates identified by external recruiting effort must also submit applications through UC Recruit**