This schedule provides deadlines for some of the main steps in the Tenure Track search process. Detailed descriptions are available within the Search Procedures and Guidelines document. Any of these steps can be accomplished earlier than the deadline but all steps must be completed.

<table>
<thead>
<tr>
<th>✓</th>
<th>Date</th>
<th>Description</th>
<th>Page #</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Provost receives search request and authorizes Deans to proceed</td>
<td>4</td>
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<td></td>
<td>Prior to September 30</td>
<td>Deadline to attend informational meetings Faculty Affairs to discuss recruitment strategy and diversity goals. Meetings are held in Schulz 3001 from 12-1pm as follows: September 22 – Library, Business and Economics September 23 – Science and Technology September 27 – Arts and Humanities September 28 – Education September 29 – Social Sciences Committee members are welcome to attend any meeting as their schedule permits.</td>
<td>4</td>
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<tr>
<td></td>
<td>No later than October 17 Jobs posted by October 24</td>
<td>Submit Endorsement Packet to Faculty Affairs, signed by the School Dean. Includes: - Endorsement for Position Opportunity Announcement form - Professional Qualifications and Duties of the Position form - One page recruitment and advertising strategy - Advertising Request form and ad copy - Selection criteria - Interview question for each criteria Endorsement Form Advertising Request</td>
<td>5</td>
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<tr>
<td></td>
<td>No later than November 21</td>
<td>Last date for submission of applications from the candidates. Deadline may be much earlier if desired.</td>
<td>7</td>
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<tr>
<td></td>
<td>No later than December 19</td>
<td>Approval to Interview packet must be submitted to Faculty Affairs/Associate Vice President for Faculty Affairs Approval to Interview Form</td>
<td>8</td>
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<tr>
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<td>No later than March 8</td>
<td>A verbal offer of employment is made by the Dean to the candidate.</td>
<td>11</td>
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<td>No later than April 3</td>
<td>Dean submits Tenure Track Offer form to Faculty Affairs. Committee submits the Final Recruitment Report. Final Recruitment Report Tenure-Track Offer form</td>
<td>11</td>
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<tr>
<td></td>
<td>No later than May 1</td>
<td>Final letters sent to all applicants.</td>
<td>13</td>
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</table>
Tenure Track Search Checklist

This document is intended as a quick reference for the steps to be followed in completing a search. Details are in the Search and Screen Guidelines.

Approval and Planning

☐ Request and receive approval for search from University Provost.

☐ Establish a search committee and develop recruitment strategy.

☐ Attend introductory meeting with Associate Vice President for Faculty Affairs.

☐ Complete and submit Endorsement Packet to Faculty Affairs for approval. Packet includes:
  - Endorsement for Position Opportunity Announcement form
  - Professional Qualifications and Duties of the Position form
  - One page recruitment and advertising strategy
  - Advertising Request form and draft of advertisement
  - Selection criteria
  - Interview question for each criteria

POA is Posted.

Application Review

☐ Faculty Affairs notifies committee when applications are ready for review.

☐ Committee reviews applications against established criteria and selects semifinalist and/or finalists for interview.

☐ Committee screens semi-finalists if necessary.

☐ Letters of Recommendation and additional materials can be requested by the committee at this time. Candidates send the materials directly to the committee chair.

☐ Send Approval to Interview form and interview schedule to Faculty Affairs for approval.

☐ Schedule and conduct interviews. Candidates will also receive links to SSU and community information.

Closing the Search

☐ Select potential hire. Send information to Dean who will extend offer of employment with Provost approval. Submit Tenure Track Offer Form to Faculty Affairs. Offer letter is prepared by Faculty Affairs and sent to Provost for signature.

☐ Faculty Affairs sends emails to other candidates notifying them of their non-selection.

☐ Complete and submit Final Recruitment Report to Faculty Affairs.