

TEMPORARY POOL SEARCH SCHEDULE SPRING 2019



This schedule provides deadlines for some of the main steps in the Temporary Pool 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.

✓	Date	Task	Page #
	Prior to February 1st	Department decides they want to refresh their lecturer pool and establishes the hiring committee.	3
	Prior to February 28th	<p>Deadline to attend informational meetings with Faculty Affairs to discuss recruitment strategy and diversity goals.</p> <p>Meetings are held in the <u>Academic Affairs Conference Room from 12-1 pm</u> as follows:</p> <ul style="list-style-type: none"> • Friday, February 1, 2019 • Tuesday, February 5, 2019 • Friday, February 8, 2019 • Wednesday, February 13, 2019 <p>At least one member of the search committee is <u>required</u> to attend an informational meeting – attendance will be taken.</p>	2
	<p>No later than March 1st</p> <p>Jobs posted by March 8th</p>	<p>Submit Endorsement Packet to Faculty Affairs, signed by the School Dean & Search Committee Chair. Includes:</p> <p>+ Cover Sheet for Position Opportunity Announcement (POA) Form + Recruitment Strategy Description + Criteria & Interview Questions + Lecturer Professional Qualifications & Duties of the Position Form + Ad Request Form (optional)</p> <p><u>Jobs must be posted for a minimum of 30 days.</u></p>	4
	No later than April 19th	Lecturer PAF's must be reviewed. (Prior to Submission of Approval to Interview Form)	5
	No later than April 22nd	Approval to Interview for Faculty Positions Form must be submitted to AVP for Faculty Affairs for approval.	5
	No later than May 17th	Submit Recommendation for Temporary Faculty Pool Form to Faculty Affairs.	6