

Faculty – Temporary Search Process/Partner Meeting Checklist

STEP #	STEP	PERSON(S) RESPONSIBLE	NOTES
1	Department/Dean is notified of approval to search/fill a vacancy	Provost's Office/Exception to Hire/Justification Form	Position announcement sent to Dean for approval cc: HR Director/HR Specialist
2	Outreach to Human Resources	Hiring Manager/Search Chair	Position announcement sent to Dean for approval cc: HR Director/HR Specialist Names of Search Committee are sent to Dean for approval and cc: HR Director/HR Specialist
3	Post Ad/Retrenchee email	Human Resources	Once approved by Provost, HR creates ad in Applicant Tracking system (ATS). All ads 50% greater Fall/Spring or AY are posted for 30 days to meet Article 29; external applicant window to apply can be