

UW Tacoma Faculty Search Process Overview

Updated: September 15, 2018

After hiring requests are approved:

1. The dean/director composes search committee.
2. Via Interfolio, the search plan and advertisement are submitted to UW Tacoma Academic HR for approval. The user guides for [Creating a Position](#), [Managing a Position](#) and [Evaluating a Position](#) will be useful. You may also use the [Search Plan Template](#) for guidance.
3. Documents are reviewed by AHR and/or the EVCAA via Interfolio.
4. Via Interfolio, the Director of AHR will forward the ad to Seattle AHR for approval and posting on their website at: <https://ap.washington.edu/ahr/academic-jobs/>
5. The academic unit will be notified via email when search plans and ads are approved in Interfolio.
6. The search committee advertises (advertising in the Chronicle is required), follows their outreach plan, and collects applications.
7. Acknowledgment and Affirmation Action Information Request is now automatically sent to each applicant via Interfolio.
8. At the time of the application deadline, demographic data will be requested of the EOAA Office by the director of AHR and will send results to the dean or director or designee.
9. Search committee members review applications and conduct phone/Skype interviews with top candidates.
10. The search committee identifies the top 3 candidates for on-campus visits and submits A3 form, search report, rubric/s, and CVs to the dean/director for approval. After the dean/director approves, the documents (A3, CV, rubrics, report) are uploaded to their respective One Drive folder and the director of AHR is notified. *The search committee report should contain: a brief paragraph of the process to date; a description of how the committee assessed the quality of the candidates; the key criteria used to distinguish those who made it as a finalist; why the top candidates are finalists and an explanation of why those phone interviewed didn't make it as a finalist. In addition, please address the diversity of the pool of applicants and the finalists.*
11. After notification of approval by the EVCAA, candidates may be invited to campus. No candidates may be invited until approved by the EVCAA. The searching unit makes travel arrangements and finalizes interview schedule. All candidates must be scheduled to meet with the EVCAA or his/her designee.
12. Search committee submits a recommendation to the dean/director. Recommendation must coincide with the position in the advertisement and follow the guidelines and process set forth by the school or program.
13. Faculty discuss and vote on the search committee's recommendation or the final candidate. **All** eligible voting faculty vote on the hire and rank. The vote must be passed with a majority of all eligible voting faculty. Voting guidelines are found [here](#).

14. Dean/director discusses the potential offer with the director of AHR. Salary must be within the approved range.
15. Upon approval, the dean/director makes the offer and if the candidate accepts, works with the director of AHR on the offer letter.
16. The final offer letter will be sent to faculty candidate from the EVCAA's office with a scanned copy sent to the director/dean and program/academic administrator.
17. If the candidate accepts:
 - a. Email the [Criminal Conviction and Civil Finding History Self-Disclosure Form](#) to the Administrative Coordinator (Heather Porter, hlp3@uw.edu) for a background check, if applicable (Social Work, Nursing, and Education). Include the budget number to be charged. The Administrative Coordinator will communicate to the academic unit the outcome of the background check.
 - b. Academic unit will work with the new faculty on requesting a Visa if necessary. <http://ap.washington.edu/ahr/international-scholars/>.
 - c. Academic unit will collect all new hiring documents and assemble the new hire packet to be emailed to the Administrative Coordinator and the AHR director. <http://www.tacoma.uw.edu/academic-affairs/updated-processes-workday>. Please ONLY INCLUDE THE DOCUMENTS ON THE CHECKLIST. NO OTHER DOCUMENTS ARE NEEDED.
 - d. Enter position and hire into Workday.
 - e. The faculty member receives an appointment confirmation letter from the President indicating the Board of Regents' approval.