UW Tacoma Faculty Search Process Overview

UWT Hiring Plan must be approved by the Provost’s Office before Search Begins

Revised: October 2022

1. The dean composes faculty search committee.

2. Position description and Interim Search Report are submitted to AHR Director for review. Should be submitted for approval prior to entry in Interfolio.

3. Position and hiring plan are submitted in Interfolio and move to UW Tacoma Academic HR for approval. The user guides for Creating a Position, Managing a Position and Evaluating a Position are helpful. Additional Interfolio information: Help for Interfolio Search.

4. Position descriptions are reviewed by UWT AHR and approved via Interfolio.

5. Via Interfolio, the ad moves forward to Seattle OAP for approval and posting on their Academic Jobs website at: https://ap.washington.edu/ahr/academic-jobs/.

6. The academic unit will be notified via email when ads and search plans are approved in Interfolio by OAP.

7. The search committee places the position ad in the Chronicle of Higher Ed (mandatory for Teaching Track, Tenure/Tenure Track and Competitive PTL positions), follows their outreach plan, and collects applications.

8. Search chair reaches out to UWT AHR to inquire about diversity and unbiased training for search committee.

9. Affirmation Action Information Request Form and Sexual Misconduct Disclosure Form are completed by applicant via Interfolio.

10. At the time of the application deadline, the search committee chair will ask for demographic data from the Director of AHR and will send results to the dean or dean designee. The search committee manager, designated in Interfolio, can also access the demographic report through Interfolio. See Run an EEO Report.

11. Search committee members review applications and conduct phone/Skype/Zoom interviews with initial top selection of candidates. It’s important to use the same interview procedure for all candidates.

12. Candidate ratings should be placed in Interfolio by the Search Committee Manager.
13. The search committee identifies the top 3 candidates for on-campus visits and submits A3 form, search report, rubrics and CVs to the dean for approval. After the dean approves, all documents (A3, CV, rubrics and search report) are uploaded to the Share Drive, School AHR folder, Searches sub-folder.

Important: 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 top finalist for campus interviews. In addition, please address the diversity of the pool of applicants and the finalists. For a sample template of the Search Report.

14. UWT AHR is informed that search documents have been placed in the school share drive folder.

15. Dean submits a recommendation memo (via email) to the EVCAA summarizing the search committee's justifications for the candidate campus interviews. AHR will provide the EVCAA with the Search Report and CVs for candidates.

16. After notification of approval by the EVCAA, candidates may be invited to campus. The school makes travel arrangements, schedules conference rooms and finalizes the candidate interview schedule/itinerary. All candidates must be scheduled to meet with the EVCAA (or his/her designee).

17. Campus interviews are conducted. Search committee submits a recommendation to the dean after interviews have been completed. Recommendation must coincide with the position in the advertisement and follow the guidelines and process set forth by the school or program.

18. Faculty discuss and vote on the search committee's recommendation for 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.

Faculty Code 24-52C for Voting - Note: The Faculty Code describes our school deans as “chairs” and the EVCAA as the college “dean”.

19. Dean discusses the potential offer with the AHR Director and/or EVCAA. Salary must be within the approved range.
20. Upon EVCAA approval, the dean makes a verbal offer and if the candidate accepts, works with AHR to draft the offer letter. The school dean or administrator provides AHR with the Faculty Offer Details Form.

21. The final offer letter will be sent directly to the faculty candidate, on behalf of the EVCAA, copying the dean and program/academic administrator.

22. 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/. For Visa assistance, contact ISO.

   c. Academic unit will collect all new hire documents and assemble the new hire packet to be emailed to the AHR Administrative Coordinator. Only include the documents listed on the new hire checklist located on UWT AHR website.

   d. Hire in Workday. Follow the ISC User Guides for Hiring Faculty in Workday. Create Position Hire-Academic

   e. The faculty member will receive an appointment confirmation letter from the President with Board of Regent’s approval.

23. Position disposition codes must be entered in Interfolio for each candidate by the Search Committee Manager. The position must be closed out by the school administrator after the hire has taken place. See Closing a Position in Interfolio.