

UW Tacoma Faculty Search Process Overview

The UWT Hiring Plan must be approved by the Provost's Office before a search can begin.

1. The dean composes the faculty search committee.
2. The job description and interim search/hiring report are created.
3. The position description and interim search/hiring report are submitted to the AHR Director for review. Both documents must be submitted for AHR approval prior to entry in Interfolio.
4. Upon AHR Director approval, the position description and hiring plan are submitted in Interfolio. The position's salary range (minimum to median+3%) and UW benefits link must be added to the job description – see language to use below.**

Interfolio guides are listed below:

- [Creating a Position, Managing a Position](#)
- [Evaluating a Position](#)
- [Help for Interfolio Search.](#)

Compensation and Benefits Language

****Compensation and Benefits:**

The base salary range for this position will be [\$\$ per month] [\$\$ Budgeted min salary to budgeted midpoint +3%], commensurate with experience and qualifications, or as mandated by a U.S. Department of Labor prevailing wage determination. Other compensation associated with this position may include [professional development funds, one-time moving allowance, etc.], if applicable. A summary of benefits associated with this title/rank can be found at <https://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/>.

5. Via Interfolio, the ad moves forward for approvals. Upon Seattle OAP Interfolio approval, the position is posted to the [UW Academic Jobs website](#).
6. The academic unit is notified when the job posting and search plans are fully approved in Interfolio.
7. The search committee manager places the position description in the Chronicle of Higher Ed (Mandatory for Tenure/Tenure Track, Teaching Track and Competitive PTL positions), and any other diverse publications fitting for the position and discipline. Position descriptions added to other publications should be the same as used in Interfolio. Provide the Interfolio URL for additional ad publications.
8. Through Interfolio, applications are collected by the search committee.
9. The search chair reaches out to UWT AHR to inquire about diversity and unbiased training for search committee.
10. Upon the Interfolio position application submission deadline, the search committee

chair will request demographic data from the Director of AHR and sends the results to the dean or dean designee. The search committee manager (designated in Interfolio) can also access the demographic report through Interfolio. To run an Interfolio EOAA report: *Navigate to the "Report" tab, click "Form Reports", select your unit from the drop-down menu, select your position, select "University of Washington Affirmative Action Information Request", click "View Report", the report will appear on the screen below. You can print a copy.*

11. The search committee members review the applications and conduct interviews with the initial round of top candidates. It's important to use the same interview procedures and evaluation criteria for all candidates.
12. The search committee identifies the top 3 candidates for on-campus visits and submits the following to the school dean for review and approval:
 - a. completed A3 form/signed by dean
 - b. search committee report**
 - c. rubrics or other candidate evaluation tool
 - d. candidate CVs

** The search committee report should contain the following: a brief paragraph of the search 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 candidates that were 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](#).

13. Upon dean approval, all documents mentioned above must be uploaded to the Share Drive/School_AHR folder, Faculty Searches sub-folder and AHR is notified of this.
14. The school dean submits a recommendation memo (via email) to the EVCAA and Director of AHR, summarizing the search committee's justifications for the candidate campus interviews.
 - a. AHR will provide the EVCAA and AHR Director with the A3, Search Report and CVs for candidates.
 - b. EVCAA or AHR Director will contact the school dean if there are questions or concerns.
15. Upon EVCAA or EVCAA delegated approval, the dean receives notification (approved A3 form) to proceed with candidate campus invites for top 3. *See the UWT Search Budget Process for guidance on travel/visit expense reimbursements and allowances.*
 - a. The school makes all travel arrangements
 - b. The school schedules conference rooms
 - c. The school finalizes the candidate interview schedule/itinerary.

16. Campus interviews are conducted.
17. The search committee submits a final candidate hire 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. The school 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. The dean provides the EVCAA with a written explanation and rationale for the chosen faculty member. This explanation should include offer terms such as course releases, moving expenses and start-up funds as well as any non-standard expenses the dean may anticipate.
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 submits an [Offer Letter Details Form](#) to assist with the offer letter draft.
21. The official offer letter is sent directly to the candidate on behalf of the EVCAA, copying the school dean and Director of Academic Administration.
22. If the offer is accepted, the academic unit will attain all required hire documents from the candidate. The 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](#).
23. The hire in Workday is processed by the school Director of Operations and Administration. ISC User Guides for Hiring Faculty in Workday:
 - a. [Create Position](#)
 - b. [Hire Academic Position](#)
 - c. [Add Academic Appointment Track](#)
24. The faculty member will receive an appointment confirmation letter from the President with Board of Regent's approval.
25. The position in Interfolio must be closed out upon hiring a candidate. [Candidate ratings](#) should be placed in Interfolio by the Search Committee Manager.