Permanent Full-Time Tenure-Track Faculty Recruitment Timeline
Winston-Salem State University

The following recruitment timeline establishes deadline dates when hiring managers should complete specific tasks that will allow for an efficient recruitment process. Hiring managers must work closely with the Office of Faculty Affairs and the Office of the Provost and Vice Chancellor for Academic Affairs to ensure the faculty search process adheres to university policies and meets the needs of the academic unit.

By September 23 – Perform Faculty Need Analysis

- The deans of the College and School collaborate with the department chairs to identify vacancies within the unit
- The department chairs perform an analysis to determine if the unit has sufficient student enrollment and generates sufficient Student Credit Hours (SCHs) to warrant additional faculty full-time equivalent (FTE).
- Once this analysis occurs, the dean of the units will engage the Provost and Vice Chancellor for Academic Affairs to discuss these findings and explore if these data warrant additional faculty.

By October 14 – Authorization of Faculty Search(es)

- Based on an analysis, the Provost and Vice Chancellor for Academic Affairs will present findings on faculty vacancies and engage the academic dean in discussion about this analysis.
- The Provost and Vice Chancellor for Academic Affairs will approve searches in the specified need areas.
- Dean notifies department chairs of approvals and specific information for positions in their areas, including rank, salary range, and disciplinary focus.
- Departments begin development of advertisements and recruitment plan.

October 15 to November 30 – Develop Position Descriptions, Post Positions, and Form Search Committees for Each Posted Position

- Department chairs work collaboratively with the academic dean to develop the position description, articulating required skills and academic qualifications and preferred skills.
  - The dean must work with the Provost to revise and edit the position description.
  - The position description must align with the *Faculty for the Future* framework.
  - Department chair uploads approved position description into People Admin 7.
  - Faculty Affairs submits and posts the approved job positing; position posted for a minimum of 30 days.
- The department chair works collaboratively with the academic dean to identify the search committee chairperson and appropriate members for the search committee—**the dean must approve all search committees to ensure appropriate diverse representation**.
- Department chairs and search committee members attend search committee training.
- Department chairs convene the search committee to provide the group its charge, review the position announcement to discuss responsibilities and skills of the ideal candidate, review the confidentiality agreement and have committee members sign the document, and articulate the search committee timeline.

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December 1 to January 15 – Candidate Analysis and Candidate Off-Campus Interviews

- Department chairperson in consultation with the academic dean performs an initial review of the applications in People Admin 7 to assess the adequacy of the pool's diversity based on national data and applicant demographics report and decides whether to proceed with the search committee's review or if an alternative action is necessary (e.g., extend advertisement length, close the position announcement, repost or readvertise the position).
- If the pool is deemed adequate, then the search committee will conduct a review of all applicants in the established pool.
- Search committee begins review of the "long list" to determine finalists for the "telephone interview."
- Search committee conducts the "telephone interview" and identifies finalists for the on-campus interview; the search committee chairperson shares the list of finalists with the department chair who in turns converses with the academic dean for approval to proceed with the on-campus interview.
- Upon approval by the dean, finalists scheduled for the on-campus interview.

January 15 to February 15 – On-Campus Candidate Interviews

- The search committee designs an on-campus interview agenda for each candidate, completes necessary travel paperwork, engages appropriate audiences in an orientation to the assessment instrument(s) that will be used during the interview sessions.
- Search committee analyzes data collected throughout the on-campus interview, composes a final report that highlights each candidate's strengths and areas for concern, and forwards this information to the department chairperson.
- Department chairperson discusses the search committee's findings with the academic dean who then engages the Provost and Vice Chancellor for Academic Affairs to discuss negotiation terms for the preferred finalist; Faculty Affairs assists by performing a Salary Assessment.

By March 1 – Employment Offer and Finalization of Contract

- The dean engages in and completes negotiations with the preferred finalist.
- Hiring documents submitted to the Office of Faculty Affairs, including Candidate Recommendation and Evaluation form, and negotiated terms of the salary offer.
- Office of Faculty Affairs conducts background check and prepares official offer letter.
- Office of Faculty Affairs informs the dean, department chairperson, and search committee chairperson that the background check is complete and offer letter is ready for dissemination with agreed upon terms and conditions.