

ROOSEVELT UNIVERSITY
 Faculty Search Process – FY09

Timing	Task	Provost or designee	Dean	Search Committee	HR
Spring	Define desired positions	X	X		
Summer (July if possible)	Complete master faculty recruitment plan	X	Input to Provost		X
August	Create search committees; identify chairs		X		
	Search committees write position description and description of program		X approves committee's work	X	
9/2/08	Send Job announcement to HR		X		
	Create ad copy incorporating standard RU language				X
	Approve ad placement	X	X		
October or as soon as copy is ready	Place ads (print and online)				X
	Post position on RU Website				X
	Create Guest User account for search committee				X
October-November	Review credentials			X	
	Nominate candidates for on-campus interviews	X approve Dean's recommendations	X approve committee's selection	X	

Timing	Task	Provost or designee	Dean	Search Committee	HR
	Schedule on-campus interviews and arrange appointments, travel, lodging for candidate; coordinate with Provost's schedule		X		
	Conduct on-campus interviews	X	X	X	X
	Identify acceptable candidates			X	
	Conduct reference checks			X	
	Recommend acceptable candidates to Provost		X	X	
	Negotiate offer with candidate	X	X		
	Produce offer letter at direction of Dean				X
	Produce appointment contract and orient to benefits				X

Standard Advertising Package

Online posting on Inside Higher Ed

Online posting on Higher Ed Jobs.com if you wish

Online posting on the Chronicle of Higher Education

Print ads for Diverse and Hispanic Outlook (combined positions)

Print ad for Chronicle of Higher Education (combined positions)

One discipline-specific publication per search