**Faculty Recruitment Roles in SuccessFactors**

Initiator Role = Dean and/or Dean Administrative Assistant

Department Recruiter Role = Dean Administrative Assistant or Department Head Support Staff

Budget Approver Role = Director of Managerial Accounting (for all Faculty searches)

OIE Role = Office of Equity, Diversity and Inclusion (EDI)

**Faculty Recruitment Process in SuccessFactors**

**Post a Faculty Position**

* Dean and/or Dean Administrative Assistant receives approval from the VCAA/Provost office to post a faculty position (Outside of SuccessFactors)
* VCAA’s Office will provide approved list of faculty positions to Compensation Administrator in Human Resources. Compensation Administrator will create new positions in Success Factors.
* Initiator (Dean and/or Administrative Assistant) creates requisition utilizing position org chart in SuccessFactors
  + **For detailed instructions:** [Creating a Faculty Job Requisition](file:///R:\Human%20Resources\Faculty%20Recruitment)
  + Enter or upload position posting document
    - Work with Provost/VCAA Executive Assistant to develop approved posting verbiage (Outside of SuccessFactors)
  + Enter or upload recruitment strategy
  + Enter Search Committee Members
  + Identify and enter approvers into workflow
    - Department Recruiter (Dean Admin Assistant or Department Head Support Staff)
    - Budget Approver (Director of Managerial Accounting)
* Budget Approver (Director of Managerial Accounting) reviews requisition and confirms salary
  + - Add Approver for Executive Assistant, Academic Affairs (Tania Sanders )
* Executive Assistant, Academic Affairs (Tania Sanders ) reviews and approves requisition
* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) ensures recruitment strategy, position posting and search committee members are included in requisition and add OIE Representative to approval workflow.
* OIE (Office of Equity, Diversity and Inclusion) reviews requisition information, position posting, recruitment plan, affirmative action plan and approves
  + - **For detailed instructions:** [Review and Approve Faculty Job Requisition - Office EDI](file:///R:\Human%20Resources\Faculty%20Recruitment)
* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) reviews requisition and edits, if necessary, and posts the position.
  + - **For detailed instructions:** [Post a Faculty Job](file:///R:\Human%20Resources\Faculty%20Recruitment)
* Completed Workflow
  + - Initiator -> Budget Approver (Liz Depew) -> Executive Assistant, Academic Affairs (Tania Sanders ) ->Department Recruiter -> EDI -> Department Recruiter (to post)

**Search Process**

* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) moves candidates through the recruitment steps in SuccessFactors (first interview, second interview, etc.)
  + - **For detailed instructions:** [CV Review, Screen and Print Candidate Information](file:///R:\Human%20Resources\Faculty%20Recruitment)
* Search Committee reviews CV’s
* Search Committee interviews candidates and recommends finalists to the Department Head and/or Dean (Outside of SuccessFactors)
* Dean identifies final candidate and prepares memo with recommendation details for the hire. Dean submits memo along with CV’s for top three candidates to the VCAA’s Office for approval before an offer is extended. (Outside of SuccessFactors)

**Extend an Offer**

* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) completes offer approval template
  + - **For detailed instructions:** [Preparing the Faculty Offer Approval](file:///R:\Human%20Resources\Faculty%20Recruitment)
    - Add Dean and Provost and Vice Chancellor for Academic Affairs Office (Tania Sanders ) into Approval Workflow
* Budget Approver (Director of Managerial Accounting) confirms compensation details, including salary
* Dean reviews offer approval details and approves
* VCAA’s Office Approves
* Dean extends verbal offer to the top candidate (Outside of SuccessFactors)
* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) creates offer letter and forwards via email to Dean for final review. After Dean approval, send on-line offer to final candidate.
  + - **For detailed instructions:** [Preparing and Sending the Faculty Offer Letter](file:///R:\Human%20Resources\Faculty%20Recruitment)
* Department Recruiter (Dean Admin Assistant or Dept Head Support Staff) saves copy of final offer letter (Use naming convention: Last Name.First Name.Hire Date) and send to designated Payroll Specialist and Executive Assistant to Provost & VCAA
  + - **For detailed instructions:** [Saving Candidate Offer Letter - Faculty](file:///R:\Human%20Resources\Faculty%20Recruitment)
* Final candidate reviews and accepts e-offer.
* Initiator (Dean Administrative Assistant) or Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) uploads search documents (ranking sheets, interview notes, etc.) into requisition
* After candidate accepts offer, move into Background Check bucket on Talent Pipeline for OIE (Office of Equity, Diversity and Inclusion) to initiate and complete background check process
* Department Recruiter (Dean Administrative Assistant or Department Head Support Staff) initiates onboarding process by completing Post Hire Data Verification step and closes requisition
  + - **For detailed instructions:** [Moving Candidate to Onboarding](file:///R:\Human%20Resources\Faculty%20Recruitment)
    - **For detailed instructions:** [Closing a Job Requisition](file:///R:\Human%20Resources\Faculty%20Recruitment)

**For assistance in completing the Faculty Recruitment process, please contact Heather Runyan at X: 1106.**

Congratulations on the completion of a successful search!