**Faculty Recruitment Roles in SuccessFactors**

Initiator Role = Dean and/or Dean Administrative Assistant

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

Budget Approver Role = (for all Faculty searches), Business Manager

VCAA Approver Role and Faculty Onboarding Coordinator = Interim Executive Assistant, Debra Grant

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

**Faculty Recruitment Process in SuccessFactors**

**Post a Faculty Position**

* Dean and/or Dean Administrative Assistant receives approval from the VCAA/Provost 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 VCAA Executive Assistant to develop approved posting verbiage (Outside of SuccessFactors)
  + Enter or upload recruitment strategy
  + Enter Recruiter – Administrative Assistant, EDI (Melissa Ramos)
  + Enter Search Committee Members
  + Identify and enter approvers into workflow
    - Department Recruiter (Dean Admin Assistant or Department Chair Support Staff)
    - Budget Approver (Marty Denkhoff)
* Budget Approver (Marty Denkhoff) reviews requisition and confirms salary
  + - Add Approver for VCAA Executive Assistant
    - Add College Business Manager
* VCAA Executive Assistant reviews and approves requisition
* Business Manager reviews and approves requisition
* Department Recruiter (Dean Administrative Assistant or Department Chair Support Staff) ensures recruitment strategy, position posting and search committee members are included in requisition
* EDI (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 Chair 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 -> VCAA Approver -> College Business Manager -> Department Recruiter -> EDI -> Department Recruiter (to post)

**Search Process**

* Department Recruiter (Dean Administrative Assistant or Department Chair Support Staff) moves candidates through the recruitment steps in SuccessFactors (first interview, second interview, etc.)
  + - **For detailed instructions:** [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 Chair and/or Dean (Outside of SuccessFactors)
* Dean identifies final candidate and confirms with VCAA’s Office before an offer can be extended

(Outside of SuccessFactors)

**Extend an Offer**

* Dean extends verbal offer to the top candidate (Outside of SuccessFactors)
* ***Please note:*** If an offer is declined at any point in the process, the Department Recruiter (Dean Administrative Assistant or Department Chair Support Staff) will need to go into SuccessFactors and rescind the offer. Also, the candidate’s status will need to be updated to “Not Selected” and select “Offer was Withdrawn”. Comments can then be added.
* Department Recruiter (Dean Administrative Assistant or Department Chair Support Staff) completes offer approval template
  + - **For detailed instructions:** [Preparing the Faculty Offer Approval](file:///R:\Human%20Resources\Faculty%20Recruitment)
    - Add Dean and VCAA Executive Assistant into Approval Workflow
* Budget Approver (Marty Denkhoff) confirms compensation details, including salary
* Dean reviews offer approval details and approves
* VCAA’s Office Approves
* Department Recruiter (Dean Administrative Assistant or Department Chair 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)
* Final candidate reviews and accepts electronic offer
* Department Recruiter (Dean Admin Assistant or Dept Chair Support Staff) sends copy of final offer letter to designated Payroll Specialist and Executive Assistant to VCAA
* Initiator (Dean Administrative Assistant) or Department Recruiter (Dean Administrative Assistant or Department Chair 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 EDI (Office of Equity, Diversity and Inclusion) to initiate and complete background check process
* ***Confirm background check is finished before completing this step.*** Department Recruiter (Dean Administrative Assistant or Department Chair Support Staff) initiates onboarding process by completing Post Hire Data Verification step, enters Onboarding Coordinator (Catharine Olsen) 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 with the Faculty Recruitment process, please contact Human Resources at X: 2251.**

Congratulations on the completion of a successful search!