Faculty Recruiting Workflows
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Assoc/Full Research Professor
Regular Posting and Hiring, Plan A
(one offer letter from Provost)

Dept Admin creates position if needed
VPAA reviews
Dean approves posting
VPDEI approves search plan
VPAA moves to “Open, Not Posted”: to Interfolio FS

Dept (consulting w/ VPAA) initiates posting
VPAA posts
Candidates apply
Search committee evaluates

VPDEI checks follow-thru on plan
Search committee interviews
Manager updates applicant statuses
Manager moves top candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

Provost approves, makes offer, moves to “Offer Pending” status
Candidate accepts?

Provost moves to “Offer Rejected” status and emails Dean

Provost moves to “Offer Accepted” status and emails VPAA

Dean reviews, adds to hiring proposal. Emails VPAA one, complete PDF, incl dean’s memo to accompany Provost’s offer letter

VPAA holds
VPAA drafts Provost’s offer letter

P&T Committee evaluation

VP Research approves, emails VPAA

VPAA moves to “Offer Pending” status

Candidate accepts?

Candidate accepts?

Start Onboarding

Top candidate’s application info migrates to Oracle
VPAA ties candidate to requisition
Background check - HireRight

VP Research approves, emails VPAA

VP Research approves, emails VPAA
Assoc/Full Research Professor
Regular Posting and Hiring, Plan B
(two offers-informal & formal)
Assistant Research Professor
Regular Posting and Hiring

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean approves posting → VPDEI approves search plan → VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection

Dept (consulting w/ VPAA) initiates posting → VPAA posts → Candidates apply → Post to job boards

Search committee evaluates, interviews → Manager updates applicant statuses → Manager moves top candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

When hire is finalized, Mgr finalizes any remaining disposition codes

Outside Interfolio and iO

VPAA moves to Open, Not Posted: to Interfolio FS

VPDEI approves search plan

Dean approves posting

Manager updates applicant statuses

VPAA reviews

VP Research approves, emails VPAA

VPAA moves to Open, Not Posted: to Interfolio FS

Dean approves posting

VPAA moves to Open, Not Posted: to Interfolio FS

Outside Interfolio and iO

Dean drafts offer ltr, emails it and CV to VPAA → VPAA routes to VPR → VP Research approves, emails VPAA

Provost approves, emails VPAA and Dean

Dean makes offer outside system

Candidate accepts?

yes → Dean attaches signed offer ltr to email to VPAA, confirming that offer is accepted

no → VPAA approves hire; checks again on disp codes

Oracle onboarding

Top candidate’s application info migrates to Oracle → VPPA ties candidate to requisition → Background check - HireRight → Start Onboarding
Interfolio
candidate selection and hiring approval

Oracle posting requisition

Outside Interfolio and iO

Oracle new hire setup

Assoc/Full Teaching Professor
Regular Posting and Hiring

Dept Admin creates position if needed

VPAA reviews

Dean approves posting

VPDEI approves search plan

VPAA moves to “Open, Not Posted”: to Interfolio FS

Debt (consulting w/ VPAA) initiates posting

VPAA posts

Post to job boards

Candidates apply

Search committee evaluates

Manager moves top candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

Manager updates applicant statuses

VPDEI checks follow-thru on plan

Search committee interviews

Provost approves, makes offer, moves to “Offer Pending” status

Candidate accepts?

no

Candidate Rejected

provost moves to “Offer Rejected” status and emails Dean

yes

Provost moves to “Offer Accepted” status and emails VPAA

Provost approves, makes offer, moves to “Offer Pending” status

Dean reviews, adds to hiring proposal. Emails VPAA one, complete PDF, incl dean’s memo to accompany Provost’s offer letter

VPAA holds

TP Committee evaluation

VPAA drafts Provost’s offer letter

Top candidate’s application info migrates to Oracle

VPAA ties candidate to requisition

Background check: HireRight

Start Onboarding
Candidate applies for Assoc/Full Research Professor Waiver/Targeted Hire, Plan A (one offer letter from Provost).

Oracle posting requisition:
- Dept Admin creates position if needed
- VPAA reviews
- Dean’s Office approves private posting
- VPDEI approves
- VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection and hiring approval:
- Dept (consulting w/ VPAA) initiates private posting
- VPAA posts
- Candidate applies
- Manager moves candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA
  - Provost approves, makes offer, moves to “Offer Pending” status
  - Candidate accepts?
    - no
      - Provost moves to “Offer Rejected” status and emails Dean
    - yes
      - Provost moves to “Offer Accepted” status and emails VPAA

Outside Interfolio and iO:
- Provost moves to “Offer Pending” status and emails VPAA
- Dean reviews, adds to hiring proposal. Emails VPAA one, complete PDF, incl dean’s memo to accompany Provost’s offer letter
  - VPAA holds
  - VPAA routes to VPR
  - VP Research approves, emails VPAA
    - P&T Committee evaluation
      - VPAA drafts Provost’s offer letter

Oracle new hire setup:
- Top candidate’s application info migrates to Oracle
- VPAA ties candidate to requisition
- Background check - HireRight
- Start Onboarding
**Assoc/Full Research Professor**  
**Waiver/Targeted Hire, Plan B**  
(two offers-informal & formal)

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**Oracle posting requisition**

- Dept Admin creates position if needed  
  - VPAA reviews  
  - Dean’s Office approves private posting  
  - VPDEI approves search plan  
  - VPAA moves to “Open, Not Posted”: to Interfolio FS

**Interfolio candidate selection and hiring approval**

- Dept (consulting w/ VPAA) initiates private posting  
  - VPAA posts  
  - Candidate applies  
  - Manager moves candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

- Dean makes informal offer outside system, moves to “Offer Pending” status

  - Candidate accepts?  
    - no  
      - Dean moves to “Offer Rejected” status and emails OoP  
    - yes  
      - Dean moves to “Offer Accepted” status and emails VPAA & OoP, attaching signed offer ltr

- Dean reviews, adds to hiring proposal. Emails VPAA one, complete PDF  
  - VPAA routes to VPR  
  - VP Research approves, emails VPAA  
  - VPAA routes to OoP  
  - Provost approves. Emails Dean

**Outside Interfolio and iO**

- VPAA holds

  - P&T Committee evaluation

    - Provost’s formal offer letter  
      - Provost signs formal letter  
      - Candidate accepts?  
        - no  
          - Provost approves. Emails Dean  
        - yes  
          - Start Onboarding

**Oracle new hire setup**

- Top candidate’s application info migrates to Oracle  
  - VPAA ties candidate to requisition  
  - Background check - HireRight  
  - Start Onboarding

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If exceptional circumstances are approved by Provost, onboarding may happen before P&T Committee evaluation and confirmation.
Assistant Research Professor (Targeted Hire)

**Oracle posting requisition**
- Dept Admin creates position if needed → VPAA reviews → Dean approves posting → VPDEI approves search plan → VPAA moves to “Open, Not Posted”: to Interfolio FS

**Interfolio candidate selection**
- Dept (consulting w/ VPAA) initiates posting → VPAA posts → Candidate apply → Manager moves top candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

**Outside Interfolio and iO**
- Dean drafts offer ltr, emails it and CV to VPAA → VPAA routes to VPR → VP Research approves, emails VPAA → VPAA routes to OoP → Provost approves, emails VPAA and Dean

**Oracle onboarding**
- Top candidate’s application info migrates to Oracle; VPAA holds until candidate accepts → VPAA ties candidate to requisition → Background check - HireRight

**When hire is finalized, Mgr finalizes any remaining disposition codes**

**Manager sends signed offer ltr by email to VPAA, noting that offer is accepted**
- Candidate accepts? yes → Dean sends signed offer ltr by email to VPAA, noting that offer is accepted
- no → Dean makes offer outside system
Assoc/Full Teaching Professor Waiver
(Targeted Hire)

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean’s Office approves private posting → VPDEI approves → VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection and hiring approval

Dept (consulting w/ VPAA) initiates private posting → VPAA posts → Candidate applies → Manager moves candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

Outside Interfolio and iO

Provost approves, makes offer, moves to “Offer Pending” status → Candidate accepts? no → Provost moves to “Offer Rejected” status and emails Dean yes → Provost moves to “Offer Accepted” status and emails VPAA

Oracle new hire setup

Top candidate’s application info migrates to Oracle → VPAA ties candidate to requisition → Background check - HireRight → Start Onboarding

Dean reviews, adds to hiring proposal. Emails VPAA one, complete PDF, incl dean’s memo to accompany Provost’s offer letter → VPAA holds → TP Committee evaluation → VPAA drafts Provost’s offer letter
Assistant Teaching Professor (Targeted Hire)

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean approves posting → VPDEI approves search plan → VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection

Dept (consulting w/ VPAA) initiates posting → VPAA posts → Candidate apply → Manager moves top candidate to “DEAN: Recommended for Hire” status; emails Dean and VPAA

Outside Interfolio and iO

Dean drafts offer Ltr, emails it and CV to VPAA → VPAA routes to OoP → Provost approves, emails VPAA and Dean

Oracle onboarding

Top candidate’s application info migrates to Oracle; VPAA holds until candidate accepts → VPAA ties candidate to requisition → Background check - HireRight → VPAA approves hire; checks again on disp codes → Start Onboarding

When hire is finalized, Mgr finalizes any remaining disposition codes

Dean makes offer outside system → Candidate accepts?

no

yes

Dean sends signed offer Ltr by email to VPAA, noting that offer is accepted
Other NTT Faculty Waiver – Pooled (Targeted Hire)

- Dept Admin Adds Pending Worker in iO
- Dean reviews, sends offer letter
  - Candidate accepts? (Yes/No)
    - No: Dean attaches offer letter, submits
    - Yes: VPAA orders background check
      - Background check - HireRight
      - VPAA verifies background check
      - Start Onboarding