Faculty Recruiting Workflows
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TTT Faculty Regular Posting and Hiring

**Oracle posting requisition**
- Dept Admin creates position if needed
- VPAA reviews
- Dean’s Office approves posting
- VPDEI approves search plan
- VPAA moves to Interfolio Faculty Search

**Interfolio candidate selection and informal offer**
- Dept initiates posting
- VPAA posts
- Candidates apply
- Search committee evaluates, narrows down to finalists
- Search committee emails VPDEI their finalists
- VPDEI checks follow-thru on plan
- Search committee interviews
- Dept updates applicant statuses, moves top candidate to “Recommended for Hire” status

**Oracle formal hiring approval**
- Provost/Budget Office approves
- Dean’s Office reviews, adds to hiring proposal
- Dean’s Office makes informal offer
- Candidate accepts?
  - no
  - yes
    - VPAA verifies disposition codes done, approves
- VPAA ties candidate to requisition
- Top candidate’s application info migrates to Oracle
- VPAA holds
- Board approves
- President makes formal offer
- Candidate accepts?
  - no
  - yes
    - Start Onboarding
Assoc/Full Research Professor
Regular Posting and Hiring

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean’s Office approves posting → VPDEI approves search plan → VPAA moves to Interfolio Faculty Search

Dept initiates posting → VPAA posts → Post to job boards → Candidates apply → Search committee evaluates, narrows down to finalists

Search committee emails VPDEI their finalists → VPDEI checks follow-thru on plan → Search committee interviews → Dept updates applicant statuses, moves top candidate to “Recommended for Hire” status

Search committee emails VPDEI their finalists

VPAA holds

VP Research reviews → P&T Committee evaluation → Provost makes offer

Candidate accepts? yes → VPAA verifies disposition codes done, approves

VPAA moves to Interfolio Faculty Search

Interfolio candidate selection and hiring approval

Oracle new hire setup

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

Dept updates applicant statuses, moves top candidate to “Recommended for Hire” status

Dean’s Office reviews, adds to hiring proposal
Assoc/Full Teaching Professor
Regular Posting and Hiring

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Oracle posting requisition:
- Dept Admin creates position if needed
- VPAA reviews
- Dean’s Office approves posting
- VPDEI approves search plan
- VPAA moves to Interfolio Faculty Search

Interfolio candidate selection and hiring approval:
- Dept initiates posting
- VPAA posts
- Post to job boards
- Candidates apply
- Search committee evaluates, narrows down to finalists
- Search committee emails VPDEI their finalists
- VPDEI checks follow-thru on plan
- Search committee interviews
- Dept updates applicant statuses, moves top candidate to “Recommended for Hire” status
- Dean’s Office reviews, adds to hiring proposal
- VPAA holds TP Committee evaluation
- Provost makes offer
- Candidate accepts?
  - yes: VPAA verifies disposition codes done, approves
  - no: 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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Other NTT Faculty
Regular Posting and Hiring

Oracle posting requisition
Dept Admin creates position if needed
VPAA reviews
Dean’s Office approves posting
VPAA moves to Interfolio Faculty Search

Interfolio candidate selection
Dept initiates posting
VPAA posts
Candidates apply
Post to job boards

Search committee evaluates, interviews
Dept updates applicant statuses, moves top candidate to “Recommended for Hire” status

Oracle hiring approval
Top candidate’s application info migrates to Oracle, tied to requisition
VPAA verifies disposition codes done, approves

VPAA ties candidate to requisition
Dean’s Office reviews

VPAA makes offer in iO on dean’s behalf
Candidate accepts?

Background check - HireRight
VPAA approves hire; checks again on disp codes
Start Onboarding
**Assoc/Full Research Professor Waiver**  
(Targeted Hire)

1. **Oracle posting requisition**
   - Dept Admin creates position if needed
   - VPAA reviews
   - Dean’s Office approves posting
   - VPDEI approves
   - VPAA moves to Interfolio Faculty Search

2. **Interfolio candidate selection and hiring approval**
   - Dept initiates private posting
   - VPAA posts
   - Candidate applies
   - Manager moves candidate to “Recommended for Hire” status
   - Dean’s Office reviews, adds to hiring proposal
   - VPAA holds
     - VP Research reviews
     - P&T Committee evaluation
   - Provost makes offer

3. **Oracle new hire setup**
   - Candidate’s application info migrates to Oracle
   - VPAA ties candidate to requisition
   - Background check - HireRight
   - Start Onboarding
Assoc/Full Teaching Professor Waiver
(Targeted Hire)

Oracle posting requisition

Dept Admin creates position if needed

VPAA reviews

Dean’s Office approves posting

VPDEI approves

VPAA moves to Interfolio Faculty Search

Interfolio candidate selection and hiring approval

Dept initiates private posting

VPAA posts

Candidate applies

Manager moves candidate to “Recommended for Hire” status

Dean’s Office reviews, adds to hiring proposal

VPAA holds

TP Committee evaluation

Provost makes offer

Candidate accepts?

yes

no

Candidate’s application info migrates to Oracle

VPAA ties candidate to requisition

Background check - HireRight

Start Onboarding

Oracle new hire setup

VPAA ties candidate to requisition
Other NTT Faculty Waiver
(Targeted Hire)

Dept Admin creates position if needed, attaches questionnaire with hiring info → VPAA reviews → Dean’s Office approves posting → VPAA moves to Posted for Non-recruitment

Candidate applies in ORC*

Dean’s Office reviews

VPAA makes offer in iO on dean’s behalf → Candidate accepts? yes → Background check - HireRight → VPAA approves hire → Start Onboarding

no

Oracle posting requisition

Oracle hiring approval

* ORC: Oracle Recruiting Cloud