

## UTK Search Process for Tenure Track Faculty

1	College dean submits search projection requests for the academic year to the provost for approval (additional requests can be made on an ad-hoc basis as needed).
2	Search committees are formed and required training completed. All search committee members should complete STRIDE training prior to search and the chair of the search committee should also complete the OED-FA training for faculty search committee chairs (if training is out of date or has not been previously completed).
3	The position description is drafted, including the identification of required qualifications and application materials. It is recommended that the search committee establish a timeline for the search, as well as evaluation criteria and rubrics at this stage.
4	The departmental representative enters the position into Interfolio, including the names of all search committee members and the dates of the required training described in (2) above, and submits the position for approval. The position will be routed through the department, college, faculty affairs office, and OED.
5	Once all approvals are granted, the departmental representative changes the position status to "accepting applications" and publishes the position. Publishing the position will make it discoverable by several advertising services funded by Provost's Office including the Chronicle of Higher Education, Inside Higher Ed, and Diverse Issues in Higher Education. See OED's instructions regarding advertising and recruiting applicants at <a href="https://oed.utk.edu/steps/">https://oed.utk.edu/steps/</a> .
6	The search committee reviews applicants and conducts initial screening interviews.
7	<p>The search committee identifies the principal and alternative candidates and creates strengths and weaknesses statement for each candidate according to the guidance found at OED's website: <a href="https://oed.utk.edu/steps/select-principal-and-alternate-candidates/">https://oed.utk.edu/steps/select-principal-and-alternate-candidates/</a>.</p> <p>The search committee chair submits the narrative summary which involves (1) indicating in Interfolio which candidates are in the principal and candidate pools and adding the strengths and weaknesses statement to each candidate record and (2) completing the narrative summary form in Dynamic Forms. For more detailed instructions see <a href="https://provost.utk.edu/wp-content/uploads/sites/10/2020/12/Steps-for-Narrative-Summary-Process-updated-3.5.21.pdf">https://provost.utk.edu/wp-content/uploads/sites/10/2020/12/Steps-for-Narrative-Summary-Process-updated-3.5.21.pdf</a>.</p> <p>The narrative summary routes through workflow for all approvals. Once final approval is received, campus interviews can be scheduled.</p>
8	Once the finalist has been identified, the departmental representative should select the "Close Position" action and select the candidate, which will route the request through the approval process. (Note this is equivalent to the previous RTMO - Request to Make an Offer. This does not "hard" close the position and will allow for reopening if another candidate needs to be selected).
9	Once the RTMO is approved, a Recommendation for Faculty Appointment (RFA) packet is submitted via email to Faculty Affairs at <a href="mailto:vpfacultyaffairs@utk.edu">vpfacultyaffairs@utk.edu</a> . See <a href="https://provost.utk.edu/hiring-process/">https://provost.utk.edu/hiring-process/</a> for more information about the RFA.
10	Faculty Affairs will process the RFA and send an official appointment letter to the candidate via DocuSign. Once the candidate accepts, the candidate should be marked "hired" and all other applicants should be changed to the appropriate disposition code in Interfolio by the departmental representative. Faculty Affairs will then close and unpublish the search. Note that a departmental representative will be responsible for processing all other HR actions related to the hire.