Overview of the Faculty Search Process
Basic Faculty Search Process

Dean & Provost Approval to Search
Search Committee Charged
Search Chair Orientation
Position Created & Posted in Interfolio
Recruit Applicants
Review Applications
Initial Screening Interviews
Identification of Principal and Alternate Candidates
Campus Interviews
Select Finalist
Close Position in Interfolio & Request Faculty Appointment

Archive Records
Approval Milestones

1. Request to Post Position
2. Pool Approval
3. Request to Schedule Campus Interviews
Approval Milestones Overlay

1. Request to Post Position
   - Position Created & Posted in Interfolio
   - Approvals: department head, dean, faculty affairs, OED.

2. Pool Approval
   - Initial Screening Interviews
   - Approvals: department head, dean.

3. Request to Schedule Campus Interviews
   - Identification of Principal and Alternate Candidates
   - Campus Interviews
   - Approvals: department head, dean, faculty affairs, OED.

Additional Steps:
- Close Position in Interfolio & Request Faculty Appointment
- Approvals: department head, dean, faculty affairs.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department head or dean charges the search committee. The search chair completes OED/FA Faculty Search Chair Orientation.</td>
<td>The search committee develops job posting in collaboration with the department head, dean and/or faculty.</td>
</tr>
<tr>
<td>2</td>
<td>The search chair, in collaboration with the search committee members, completes the Request to Post Position form and sends the form to the administrative staff responsible for creating the Interfolio position.</td>
<td>The Request to Post Position form must be uploaded to Interfolio at the time the position is created. It will then route for approval by the department head, dean, faculty affairs, and OED via Interfolio.</td>
</tr>
<tr>
<td>3</td>
<td>Prior to conducting initial screening interviews, the search chair must complete the Pool Approval form and route it to the department head and dean for approval outside of Interfolio.</td>
<td>Once the pool has been approved, the Pool Approval form must be added to the Interfolio record by the search chair or administrative staff.</td>
</tr>
<tr>
<td>4</td>
<td>Prior to scheduling campus interviews, the committee chair must complete the Request to Schedule Campus Interviews form and route it to the department head, dean, faculty affairs, and OED for approval outside of Interfolio.</td>
<td>Once the Request to Schedule Campus Interviews form has been approved, the search chair or administrative staff must add it to the Interfolio record.</td>
</tr>
<tr>
<td>5</td>
<td>Prior to requesting a faculty appointment from Faculty Affairs, the chair or the administrative staff must verify that all records related to the search have been added to the Interfolio record and then complete the “Position Close” action.</td>
<td>Once the position is closed in Interfolio, the administrative staff will submit a Recommendation for Faculty Appointment (RFA) form to Faculty Affairs.</td>
</tr>
</tbody>
</table>
## Request to Post Position

### Form Components
- Position Information
- Search Committee Information
- Search Timeline
- Recruitment Plan & Goals
- Reference Check Process
- Documentation & Archival Requirements
- Open Rank & Open Track Searches
- Internal Searches

### Attachments
- Search Committee Charge
- Search Chair Orientation Certificate

### Approvers
- Department Head, Dean, Faculty Affairs, OED (In Interfolio)

### Interfolio Actions*
- Create Position & Add Form

*Instructions for performing these actions in Interfolio can be found in the Request to Post Position form.
## Pool Approval

### Form Components
- Number of Applications
- Number Selected for Initial Screening
- Search Committee Updates
- Recruitment Effort Updates
- Pool Size and Composition Justification
- Application Review and Selection Criteria
- Application Review and Selection Process

### Attachments
- Pool Demographics Report

### Approvers
- Department Head, Dean (Outside of Interfolio)

### Interfolio Actions*
- Identify Applicants for Initial Screening
- Add Pool Approval Form to Position

*Instructions for performing these actions in Interfolio can be found in the Pool Approval form.
Pool Demographics Report

- The Pool Demographics Report can be obtained from Interfolio by the search chair or administrative staff.
- Instructions for how to generate the report can be found attached to the Pool Approval form.
- The Pool Demographics Report provides information about the size and composition of the pool with respect to voluntarily, self-identified demographic data.
- This information can be used in part to determine the extent to which the recruitment goals identified in the Request to Post Position form were met.
Example Pool Demographics Report

UTK EEO/SMA Self ID Form
Report generated on Nov 9, 2022

<table>
<thead>
<tr>
<th>Total Applicants</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
</table>

Applicant Summary

<table>
<thead>
<tr>
<th>Gender</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Declined</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>56</td>
<td>14</td>
<td>42</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>25%</td>
<td>75%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disability Status</th>
<th>Total</th>
<th>Has (or Had) Disability</th>
<th>No Disability</th>
<th>Declined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>56</td>
<td>10</td>
<td>41</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>18%</td>
<td>73%</td>
<td>9%</td>
</tr>
</tbody>
</table>

Underrepresented Minority

<table>
<thead>
<tr>
<th>Total</th>
<th>URM 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>10</td>
</tr>
<tr>
<td>100%</td>
<td>18%</td>
</tr>
</tbody>
</table>

| URM Includes: Hispanic/Latino (any race), American Indian/Alaskan Native, Black/African American, & Native Hawaiian/Pacific Islander. |

<table>
<thead>
<tr>
<th>Race / Gender</th>
<th>Total</th>
<th>American Indian or Alaskan Native</th>
<th>Asian</th>
<th>Black or African American</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>White</th>
<th>Multiple Selected (Two or More Races)</th>
<th>Declined</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>14</td>
<td>2</td>
<td>1</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>16</td>
<td>2</td>
<td>4</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declined</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Percentage | 100% | 0% | 32% | 9% | 0% | 54% | 5% | 0% |

Ethnicity / Gender

<table>
<thead>
<tr>
<th>Total</th>
<th>Hispanic / Latino</th>
<th>Not Hispanic / Latino</th>
<th>Declined</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>14</td>
<td>1</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>16</td>
<td>3</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

| Percentage | 100% | 0% | 32% | 9% | 0% | 54% | 5% | 0% |

1 Declined means the applicant chose the option "Don't wish to answer" for the specific question.
2 Declined means the applicant chose the option "Don't wish to answer" for the specific question.
### Request to Schedule Campus Interviews

#### Form Components

<table>
<thead>
<tr>
<th>Number of Principal Candidates</th>
<th>Number of Alternate Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Review and Selection Criteria</td>
<td>Application Review and Selection Process</td>
</tr>
</tbody>
</table>

#### Interfolio Actions*

| Identify Principal & Alternate Candidates | Add Strengths and Weaknesses | Add Signed Form to Position |

*Instructions for performing these actions in Interfolio can be found in the Request to Post Position form.

#### Approvers

- Department Head
- Dean
- Faculty Affairs
- OED (Form)
Pool Amendments

**Initial Screening Interviews**
If the committee wishes to conduct initial screening interviews with new applicants after the Pool Approval form has been submitted and approved by the dean, the committee is free to do so without getting additional approval, unless the department or college requests it.

**Principal and Alternate Pools**
If the committee wishes to amend the principal or alternate pools *after* the Request to Schedule Campus Interviews form has been submitted and approved by OED, the committee chair must complete the Request to Amend Principal and/or Alternate Pools* form and route it to OED for approval before scheduling campus interviews.

*This form can be found on the OED and Faculty Affairs websites.*