

Faculty – Tenure Track Search Process/Partner Meeting Checklist

STEP #	STEP	PERSON(S) RESPONSIBLE	NOTES
2	Outreach to Human Resources	Hiring Manager Search Chair	<p>Position announcement sent to Dean for approval and cc HR Director/HR Specialist Names of Search Committee are sent to Dean for approval and cc: HR Director/HR Specialist Marketing plan sent via email to Social Equity</p>
3	HR seeks final ad approvals from Provost's Office	HR Director/HR Specialist	<p>Once approved by Provost, HR creates ad in Applicant Tracking system (ATS). All ads 50% greater Fall/Spring or AY are posted for 30 days to meet Article 29; external applicant window to apply can be reduced to as little as 5 days.</p>
4	Final Copy of long and short ad are sent to Search Chair		<p>HR posts the job on iup.edu/ higheredjobs.com. All other outside advertising is the responsibility of the Search Chair. Contact Kathy Lucas in procurement for information on outside advertising.</p> <p><i>HR has assumed responsibility for posting and tracking 'national' ads on Higheredjobs.com to fulfill Department of Labor requirements regarding the hiring of Foreign Nationals (FN)gn</i></p>

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<p>All search documents should be forwarded to HR for storage/electronic scanning. Materials should be sent in an organized manner and may be forwarded via disc, flash drive or hard copy. Emails that have an effect on an applicant's candidacy should be included; general/informational emails do not need to be included.</p>			

If you have any other questions please contact the Office of Human Resources:
Main Line: 724-357-2431e1