College of Arts & Letters - T&TT and Regular Faculty Hiring Process

For questions, please contact Kim Harness in the Dean’s Office (1-4494 or kharnes4@nd.edu)

Prior to Opening the Search

1. Search authorization letters are sent out by the Dean’s Office in late May/early June each year
2. Once a search is authorized by the Dean’s Office please:
   a. Create a search committee (refer to College/School/Department organization plans).
   c. Draft a position description that addresses diversity objectives, clearly articulates responsibilities and qualifications, and includes a definitive close date. (Example position description)
   d. Create a candidate assessment rubric based on the position description.
   e. Submit the position description and candidate assessment rubric to the divisional associate dean for review and approval
   f. Once step E above is complete - the Dean’s Office recommends seeking Office of Institutional Equity (OIE) review of the position description prior to creating the search posting

Creating the Search Posting

1. Email the Sr. Director, Finance and Administration (Michelle LaCourt) to obtain the position number for the posting. This is needed to ensure the job creation at the end of the process is completed seamlessly and that adequate funds for the position exist and are budgeted properly.
2. Create the search posting in Interfolio. (See list of requirements to collect from all applicants). Kim Harness will review posting for appropriate title, position number, and other details before approving. (If a single candidate has already been identified for a position, please include the term ‘Preferred Candidate’ without the name of the candidate in the title.)
3. Submit the position to the Provost Faculty Positions website if there is no preferred candidate.
4. The posting will automatically be advertised at no cost to the department via Job Elephant and HERC which pushes the position to partner job boards once the position is live.
5. For wider promotion of the posting, departments should also advertise with additional sources that are specific to diversity groups or discipline(s).

Once the posting closes

1. Once the position close date has passed, unpublish the posting through the Interfolio position set up and ensure the position has been removed from the facultypositions.nd.edu page. (see product help in Interfolio for details)
2. Search Committee Chair notifies the OIE the Full Pool of applicants is ready for review.
   o The OIE compares the applicant pool to the benchmark standard and informs the Search Committee Chair whether the applicant pool is sufficiently representative. Search Chair saves the email for the hiring packet.
     ▪ If the applicant pool is not sufficiently representative, the committee decides whether to work with the OIE to expand the search.
Formulating the long list
1. Search committee reviews applicants to narrow down to a Long List
   - The search committee chair(s) or position administrator applies an Applicant Status of “General Pool Only” and a disposition code to those applicants not selected to move forward to the Long List. This step is necessary for institutional equity reporting.
   - The search committee chair(s) or position administrator designates those applicants moving forward by changing the Applicant Status to “Long List” in Interfolio.

Creating the short list
1. Search committee reviews applicants to narrow down the pool to a Short List.
   - The search committee chair(s) or position administrator applies a disposition code to those not selected to move forward to the Short List. This step is necessary for institutional equity reporting.
   - The search committee chair(s) or position administrator designates those applicants moving forward by changing the Applicant Status to “Short List” in Interfolio.
   - Search Committee Chair notifies Maura Ryan the Short List is ready for review.
   - Maura Ryan reviews the list and informs the Search Committee Chair whether the Short List is sufficiently representative. Save email for hiring packet.

   - If the Short List is not sufficiently representative, the committee decides whether to work with the OIE to expand the Short List.
   - The departmental administrator downloads and (with the search chair) completes the notification of search process form to be included in the hiring packet. This form is required for all searches.

   - Search Committee reviews applicants to select finalists for on-campus interviews.

   - The search committee chair(s) or position administrator applies an Applicant Status of “On-Campus Interview” to those selected for an on-campus interview.

Conducting the on-campus interviews
- Search Committee conducts interviews (please see sections 8 and 9 of the Arts & Letters hiring guide here)
- The Department Chair works with the Associate Dean on the offer terms (see section 10 of the Arts & Letters hiring guide here).
  - No offer is official until approved by the President via OnBase, but any pre-offer used to facilitate negotiation of terms must contain contingency verbiage.
  - INSERT template offer letter for prelim offers
- Search committee chair(s) or position administrator closes out position in Interfolio.
  - The search committee chair(s) or position administrator applies a disposition code to those not selected for hire.
  - Any candidates that were offered a position but rejected the offer should have their Applicant Status and Disposition Code changed to “Offer Not Accepted”.
  - If an offer is accepted, the Applicant Status and Disposition Code should be set to

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1 The “longlist” is the list of applicants from which the short list is derived.

2 The “shortlist” is the list of applicants from which applicants invited to the campus for an interview is derived.
Once all applicants have their final Applicant Status and Disposition applied, change the Position Status to “Position Complete - Ready for Provost Office Close”.

**Review and Approval of Hire**

The review and approval process follows the Academic Articles in Article IV/Section 5/Subsection (a) Tenured and Tenure-Track Faculty: Appointments to the tenured and tenure-track faculty are made by the President, upon recommendation from the relevant Department or School, the relevant Dean, and the Provost.

Once the packet is received in the Dean’s Office, the Dean’s Office will review the packet and complete the required Dean’s Office steps within two business days. If the packet has an error or requires additional information, the Dean’s Office will return the packet to the department. Once the corrected packet is received in the Dean’s Office, the Dean’s Office will complete the remaining steps within two business days.

The Provost Office asks for 10 business days to complete steps 6 - 9 below.

**Within the Dean’s Office the following tasks are assigned for the packet:**

*Dean to Provost Letter: Associate Dean/Dean*

*Finance and Administration Assistant Program Director: review offer letters for final language with Sr. Director Finance and Administration and divisional dean (offer letters are drafted by the departments), review entire packet for submission to Provost Office, complete data entry (candidate education, demographic information, appointment information [start date, position number, title])*

*Sr. Administrative Coordinator: upload IRIF and Dean to Provost Letter*

*If the candidate is being hired with tenure the following steps need to be completed prior to creating the record in OnBase:*

1. For appointments with tenure, the Provost’s Advisory Council reviews the tenure case for approval.
2. Not all materials required for the appointment file are part of the tenure case file. The draft appointment letter, demographic information, search pool information, IRIF or any other information identifying demographic or religious identification must not be part of the tenure case file.
3. Once the candidate is approved for tenure the tenure packet is uploaded into supplementary documents in OnBase

Completing the checklist in OnBase:

4. The department uploads the required documents for the appointment approval into OnBase.
5. The Dean’s Office uploads documentation from the Dean’s Office level and completes the data entry with the demographic data (see above)
6. The Provost Office reviews the appointment documentation and data.
7. The Senior Associate Provost reviews the appointment.
8. The Provost reviews the appointment.
9. The President reviews the appointment for approval as well as the tenure case.

After Provost's/President's office approval:

1. The Dean's office (Sr. Administrative Coordinators) sends the offer letter for signature by the new hire.
   - Infrequently, candidates will reopen negotiations after receiving the formal offer. Any modifications to the offer letter must be reviewed by the Dean's Office and the Office of the Provost and may require completing steps 4 - 9 above again.
   - The Dean's office (Sr. Administrative Coordinators) uploads the signed offer letter into OnBase.
   - A background check is automatically initiated through the vendor HireRight.
   - The new hire provides information necessary to complete the background check (SSN, DOB, address, etc.)
   - The Employee record and appointment information is generated in Banner.
   - The employee will receive a “Welcome to Notre Dame” email (with a cc to the person who initiated the packet in OnBase) that includes a checklist of onboarding items. Included in this email is the NDID which is necessary to activate their Notre Dame email account.
   - The dean's office (Sr. Administrative Coordinators) creates the job via the Faculty Jobs application. The job should be created as soon as possible so the employee can work with HR to begin benefit setup (this step cannot happen without a job).

Special Considerations

- Unusual start dates - contact the Office of the Provost for assistance with the modification of appointment letter templates to accommodate unusual start dates.
- Appointments to Endowed University Chairs with hire - will also require the Endowed Chair Committee Report
- Challenging visa circumstances - begin the immigration process with General Counsel as early as possible.
- Joint Hires - documents from both units will be needed for the appointment file.

Search Reference Guides

- How to Apply Applicant Statuses and Disposition Codes
- List and Definitions of Applicant Statuses and Disposition Codes for Faculty Searches
- Required Documents for a Hire Packet
- Notification of Search Process Form for searches that do not meet sufficient representation