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| **Process Step** | **Description** | **Approval Needed** |
| **Step 1: Approval to Recruit** | Dean submits a request to the Provost for search approval, including Presidential approval.  Presidential approval of job description. Copies of emails indicating request/approval are kept. | Provost’s Office |

When Unit Chair/Director receives word from Dean that search is approved, then the Unit/Chair creates search committee.

Steps 1-4 really are all done at the same time—you want to get the search committee together and begin the training process, but the Unit/Director chair needs to have faculty input and direction on the job search description—and how the job will be advertised (see steps 3 & 4). Some units get the job posted and THEN form the committee.

STEPS 1-4----ALL AT THE SAME TIME