

CAS Tenured/Tenure-Track Faculty Recruitment Checklist

	Responsible Party	Task
<input type="checkbox"/>	Department Chair	In March/April, submit request for new faculty positions to the Dean through Annual Report System.
<input type="checkbox"/>	SAD & Associate Director of Human Resources	In August, notify Chair and Department Manager of authorized positions. NOTE: requests to recruit for positions not authorized during annual position authorization process must be pre-approved by the SAD.
<input type="checkbox"/>	Department Chair, Department Manager, Search Committee Chair	Attend the mandatory Search Committee Workshop facilitated by the Senior Associate Dean for DEI and Associate Dean for HR.
<input type="checkbox"/>	Search Committee Chair, Search Committee	Draft search plan and job ad and send to CASDEI@unc.edu for review and approval.
<input type="checkbox"/>	Department Manager	Submit Create/Update Position RASR request upon approval of search plan and job ad. <i>(Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology).</i>
<input type="checkbox"/>	HR Business Partner	Initiate Create/Update Position eForm in Full Position Management. Once position is created/updated, input position # in RASR request & close request.
<input type="checkbox"/>	Department Manager	Submit Faculty Recruitment/Position Posting RASR request . Attach ad for outside advertising sources. <i>(Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology).</i> Note: Minimum posting period for Tenure/Tenure-Track is 30 days.
<input type="checkbox"/>	HR Business Partner	Submit recruitment/posting request in PeopleAdmin. Vacancy ID is assigned by PeopleAdmin. Input Vacancy ID in notes on RASR request.
<input type="checkbox"/>	HR Consultant	Posting routes to HR Consultant for review and approval.
<input type="checkbox"/>	Provost Office	Posting routes to Provost Office for final approval.
<input type="checkbox"/>	Department Manager	Post recruitment ad to external job sites & keep track of recruitment expenses.
<input type="checkbox"/>	HR Business Partner	Updates RASR request with posting quick link.
<input type="checkbox"/>	Supervisor & Search Committee	Monitor posting and review applications as they are submitted. Make recommendations to faculty on candidates to interview. Create pool of applicants to be interviewed (Interim Pool). Share Interim Pool with Department Manager after 30 day minimum posting period. Note: Do not contact candidates for interviews until the Interim Pool is approved.
<input type="checkbox"/>	Department Manager	Submit candidate names for Interim Pool in original Faculty Recruitment RASR request, including mode of interview. Note: Submit any additional candidate names for Interim Pool by using original Faculty Recruitment RASR request. Once a candidate is approved for an interview once, regardless of the mode, the department does not need to wait for second approval to schedule the next round of interviews.
<input type="checkbox"/>	HR Business Partner	Submit Interim Pool approval request in PeopleAdmin.

<input type="checkbox"/>	HR Consultant	Interim Pool routes to HR Consultant for approval.
<input type="checkbox"/>	Provost Office	Interim Pool routes to Provost Office for approval.
<input type="checkbox"/>	HR Business Partner	Notify Department Manager by updating the original Faculty Recruitment RASR request when Interim Pool is approved.
<input type="checkbox"/>	Department Manager	Notify Search Committee of approval of Interim Pool. Contact approved candidates to schedule interviews.
<input type="checkbox"/>	Search Committee Chair	Work with Department Manager to coordinate interviews and/or travel, if applicable. If this search is for an Associate Professor, Professor or a position with a named professorship, please send candidate's CV and cover letter to Anne Belote, abelote@email.unc.edu prior to the campus visit. Note: If recruitment was posted with an "open until filled" closing date, please inform Department Manager when you want to close the recruitment. Consideration should be given to ALL applicants that applied to the open position.
<input type="checkbox"/>	Search Committee Chair	Select Final Candidate & inform Department Chair. Coordinate meeting with SAD, if desired. **If final candidate requires a Visa, Department Manager should contact ISSS**
<input type="checkbox"/>	Department Chair	Inform Department Manager on Final Selected Candidate.
<input type="checkbox"/>	Department Manager	Submit Final Selection Worksheet RASR Request . (Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology).
<input type="checkbox"/>	HR Business Partner	Submit Selection & Hiring Proposal in PeopleAdmin.
<input type="checkbox"/>	HR Consultant	Selection & Hiring Proposal routes to HR Consultant for approval.
<input type="checkbox"/>	Provost Office	Selection & Hiring Proposal routes to Provost Office for approval, which MUST be approved BEFORE the offer can be extended to the candidate.
<input type="checkbox"/>	Department Chair	Draft offer letter to candidate (using offer letter template) and chair's recommendation letter to the Dean. Send draft letters and & start-up spreadsheet to SAD & Associate Dean for HR for review & approval. Please include reference letters for ranks of Associate Professor and Professor.
<input type="checkbox"/>	SAD & Associate Dean for Human Resources	Approves draft offer letter & informs Department Chair. Note: Approval of the draft offer letter does not confirm approval of the Final Candidate by the Provost/APO & EOC via the hiring proposal. Do not extend an offer until approval is confirmed (via Selection & Hiring Proposal in PeopleAdmin).
<input type="checkbox"/>	HR Business Partner	Notify Department Manager the Selection & Hiring Proposal has been approved in the Final Selection Worksheet RASR request.
<input type="checkbox"/>	Department Manager	Informs Supervisor/Search Committee/Department Chair that the Selection & Hiring Proposal is approved. The offer can now be extended.
<input type="checkbox"/>	Department Chair	Extend offer to the candidate. Obtain candidate signature on offer letter. Send signed letter to SAD and Associate Dean for HR. Notify Department manager when the offer has been accepted. Note: If the candidate declines the offer, the Search Committee Chair selects another candidate to the Chair and steps in RED are repeated until a successful offer is solidified and/or the recruitment results in a failed search.
<input type="checkbox"/>	Department Manager	Notify HR Business Partner that the offer has been accepted and request a background check be initiated by using the original Final Selection Worksheet RASR request. Gather Dossier paperwork, per Standard Order. Collect standard order documents from candidate & supervisor. Assemble Dossier & submit via Infoporte for ASAC review (hard & electronic copies). Note: If the agreed upon salary differs from what was submitted and approved on the hiring proposal, please make the HRBP aware by updating the original Final Selection Worksheet RASR request. The HRBP will then submit an updated hiring proposal for record keeping.

<input type="checkbox"/>	Faculty Specialists	Receive Dossier via Infoporte. Review & prepare for ASAC meeting (if hiring with tenure) and submission to Provost for APT & BOT approval. Provost letter is generated upon BOT approval. Send copy of Provost Letter to HR Business Partner & Department manager via email.
<input type="checkbox"/>	Department Manager	Submit a disposition spreadsheet to the HRBP using the original Final Selection Worksheet RASR request.
<input type="checkbox"/>	Department Manager	Submit Hire an Employee RASR request for the new employee. Attach Provost Letter.
<input type="checkbox"/>	HR Business Partner	Submit Hire Action in ConnectCarolina once Provost Letter and Hire an Employee RASR request has been received. Send New Hire Email to the new employee.
<input type="checkbox"/>	Department Manager	Work with New Employee to register them for Faculty Orientation & alerts. Share Welcome to Carolina Blue website and encourage them to complete Benefits within 30 days of their start date.
<input type="checkbox"/>	New Employee	Employee will obtain ONYEN, take FERPA training, complete payroll forms, enroll in Benefits and complete any required within 30 days of their start date.