

# Faculty Hiring Steps

## STEPS IN FILLING FULL-TIME FACULTY POSITIONS

*(Note: Most forms and documents mentioned in these instructions are linked to the Office of the Provost website under the heading **Faculty Recruitment Guidelines and Forms**).*

1. The Provost will invite staffing requests by August 15<sup>th</sup> each year and provide the relevant request information that is needed. All faculty vacancies will be reviewed by the Educational Policies Committee and the Provost in consultation with the President.

2. After the request is approved, c **Vacancy** through SignNow on the [HR website](#). On the Faculty Vacancy Request form the chair **must** include at least one site that targets potential candidates of under-represented groups. The Vacancy Request form also allows for the chair to suggest discipline-specific sites.

The Executive Assistant will send a job ad template along with any recent job ads from prior searches to the chair with required information already included. The job ad must be sent electronically to the Provost and Executive Assistant for review/approval.

Each job ad must include these statements:

*The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment. Please see our [notice of nondiscrimination](#) housed on our website.*

*Wittenberg University is committed to preventing and addressing sexual misconduct in our campus community. [Click here to view our Title IX policies](#).*

3. After the Provost, President, Budget Office, Vice President for Finance & Administration, and Director of Human Resources have approved the Faculty Vacancy Request form, Human Resources will place the ad in relevant general publications, Internet sites and on sites identified in #2 as approved by the

d. The committee should determine the essential qualifications for the position *prior* to screening applications. An evaluation of each candidate interviewed on campus with reference to these essential qualifications must be submitted at the end of the search process with

**Request To Hire** .

c. All applications are submitted electronically through the *Interview Exchange* website maintained by Human Resources. Each member of a search committee will be given access to *Interview Exchange* by HR. Carol Nickoson can provide instructions for how to review applicants and use other features of *Interview Exchange*.

d. Application packets on the *Interview Exchange* website (ew)-9(8 )TET5(i)5(c)-5(a)-9(nts)-2( )TETC 06.58 599.14 4

