

Form A Received by academic unit, Provosts office, HR and USFA.
 Signals initial meeting of Search Committee.
 of initial Search Committee meeting

Search Committee

Recommends Candidate for Appointment

Reconsiders recommendation after meeting with Dean

Requires recommendation to go forward to Provost after meeting with Dean

Reconsiders recommendation at direction of Provost

Dean

Supports Search Committee recommendation

Does not support Search Committee Recommendation. Must meet with Search Committee

Form B and attachments to HR, Provost and USFA

Provost

Approves recommendation of Search Committee

Rejects Search Committee Recommendation

Refers recommendation back to Search Committee

Advise HR and USFA when appointment approved

Initial letter of Offer within 5 days. Copy to HR/USFA

Appointments Forum

Meets before final decision of Provost when recommendation not supported

Meets at request of Forum member

To Provost for final decision

Provost must meet with Search Committee to explain rejection of recommendation.

Accepted Offer to HR and USFA

Every search starts with Form A/A1 (Authorization to Recruit) from Dean

- Signals start of search process
- Schedule initial search committee meeting
 - include reps from USFA and HR
 - Include cognate head or designate two for Appointments forum

What is the regular appointment process? (dotted lines)

- Search Committee reviews candidates and makes recommendation for appointment
- Has 2 days to send Form B, vote results, minority views, etc to Dean
- Dean reviews recommendation and if supportive sends to Provost, USFA and HR
- Provost reviews and if approved generates letter of offer within 5 days

What happens if the Dean does not support? (dashed lines)

- Must meet with Search Committee to discuss recommendation
- Dean may decide to support recommendation and appointment goes forward in process
- Dean may ask Search Committee to reconsider recommendation
- Search Committee may agree to reconsider recommendation or require that it go to Provost for final decision
- Appointments Forum must meet to consider alternatives

What can the Provost do? (dash-dot line)

- Must meet with Appointments Forum to consider alternatives prior to making final decision
- May decide to approve recommendation and appointment goes forward
- May refer recommendation back to Search Committee
- May reject recommendation
- Must meet with Search Committee to explain rejection of recommendation