

General* Process Overview for AY2018-19 TTF Hiring

* Exact process may vary by school/college/division. Please contact your dean's office for direction specific to your unit.

Approval & Launch	<p>A. Search proposed and approved via the 2018 Institutional Hiring Plan Process.</p> <p>B. Search Plan reviewed and confirmed by OtP, as part of MyTrack approval process.</p> <p>C. University HR's Employee & Labor Relations' Affirmative Action team provides faculty availability data to search representatives (Dean, department head, search chair), Recruitment Team.</p> <p>D. Search launched and unit executes advertising/active recruitment strategies.</p>
Selection Process	<p>E. After priority deadline, HR's Talent Acquisition team provides applicant pool data to search representatives and Recruitment Team. If applicant pool data is not reasonably consistent with availability data and no compelling case can be made to continue search with existing pool, search representatives and/or EVPAA may opt to discontinue search. Searches discontinued at this step are expected to continue in 2019 IHP.</p> <p>F. Search committee conducts initial steps, through selecting "first cut" candidates to interview.</p> <p>G. Dean will review short-list ("on campus") candidates to ensure they meet high standards. Upon request, HR will provide Deans and Recruitment Team with information on the diversity of the short-list compared to the overall candidate pool. Dean is responsible for reviewing information, identifying whether significant concerns exist regarding the data, and recommending the cancellation of the search to the EVPAA if significant concerns exist.</p> <p>H. Search committee conducts on-campus interviews (if applicable), distributes UO Welcome Packet, selects finalist.</p>
Provost Approval	<p>I. Dean submits finalist CV, anticipated salary, and short note with highlights to OtP for approval.</p> <p>J. EVPAA reviews finalist CV and note, approves/declines/initiates additional conversation. EVPAA reviews salary for Pay Equity Act compliance. OtP might ask for rationale explaining the selection.</p>
Negotiate Offer	<p>K. If approved, Dean or delegate contacts finalist and discusses elements of proposed offer.</p> <ol style="list-style-type: none"> a. Coordinate with VPRI/OtP as appropriate. b. If written communication is preferred, please use Term Sheet offer summary language. Note: Official contingent offer letter may be requested instead, if appropriate.
Finalize Offer	<p>L. To request official contingent offer letter, Dean or delegate ensures Term Sheet spreadsheet reflects current offer terms, sends Term Sheet and any addenda to OtP.</p> <p>M. OtP compares Term Sheet to expected values, follows up if/as needed. If approved, OtP creates pdf offer package (contingent offer letter and addenda), sends to Dean. (For offers within expected values, OtP turnaround is less than 2 business days.)</p> <p>N. Dean reviews offer package, routes for signatures, and sends to finalist.</p>
Response & Processing	<p>O. Finalist replies:</p> <ol style="list-style-type: none"> a. If finalist negotiates, return to offer discussion (step K). b. If finalist declines, Dean notifies OtP, returns to candidate selection (step H) or discontinues search, as appropriate. c. If finalist accepts, Dean's office forwards candidate's signed offer package to OtP and to cc's listed in contingent offer letter. d. Unit or Dean's office dispositions candidates in MyTrack and/or updates HR if used AJO. e. OtP works with HR to create MyTrack offer card; forwards package, Term Sheet to VPRI. <p>P. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization.</p>