

General* Process Overview for AY2019-20 TTF Hiring

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

IHP-Approved TTF Hire

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| Approval & Launch | <ol style="list-style-type: none"> 1. Search approved via the 2019 Institutional Hiring Plan Process. 2. University HR's Employee & Labor Relations team provides field availability data to search representatives (Dean, department head, search chair), assigned Active Recruitment Team (ART) contact. 3. ART contact and OtP review and confirm Search Plan as part of MyTrack approval process. 4. Search launched and unit executes advertising/active recruitment strategies. 5. Dean & OtP agree on Expected Values for search, as input into Term Sheet process. |
| Selection Process | <ol style="list-style-type: none"> 6. Upon request and within 2 days of priority deadline, HR's Talent Acquisition team provides applicant pool data to search representatives and ART contact. 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 fail search. Searches failed at this step are expected to continue in 2020 IHP. 7. Search committee conducts initial steps, through proposing "short-list" candidates to interview. 8. Dean will review short-list ("on campus") candidates to ensure they meet high standards. Upon request, HR will provide Deans and ART contact with information on the diversity of short-lists 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. 9. Search committee conducts on-campus interviews (if applicable), distributes UO Welcome Packet, selects finalist. |
| Provost Approval | <ol style="list-style-type: none"> 10. Dean submits finalist CV, proposed salary, and short note about the finalist to OtP for approval. 11. EVPAA reviews finalist CV and note; EVPAA reviews proposed salary and comparable faculty for Oregon Equal Pay Act compliance. OtP approves/declines or initiates additional conversation. OtP might ask for rationale explaining the selection, including active recruitment considerations. |
| Negotiate Offer | <ol style="list-style-type: none"> 12. If approved, Dean or delegate may contact finalist and discuss elements of proposed offer. <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: Offer is not official until OtP has approved and provided the official contingent offer letter package, which may be requested at this point, if appropriate. |
| Finalize Offer | <ol style="list-style-type: none"> 13. 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. 14. OtP compares Term Sheet to previously agreed upon Expected Values, follows up if/as needed. If approved, OtP generates contingent offer letter and adds addenda, sends pdf offer package to Dean. (For offers within expected values, OtP turnaround is less than 2 business days.) 15. Dean reviews offer package, routes for signatures, and sends to finalist. |
| Response & Processing | <ol style="list-style-type: none"> 16. Finalist replies: <ol style="list-style-type: none"> a. If finalist negotiates, return to offer discussion (#12). b. If finalist declines, Dean notifies OtP, returns to candidate selection (#9) or stops search, as appropriate. c. If finalist accepts, Dean's office forwards 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. 17. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization. |