Dean/Associate Dean	• Notify VP of Academic Services (VP) of the open position
VP	• Discuss with Cabinet the status of the open position
Cabinet	• Wherever possible, Faculty positions should be advertised by November 1, and the search process begun in the fall preceding the full-time faculty being on campus. • Consider filling the position – Approval required to proceed and salary range determination. • Communicate decision to Human Resources (HR) and the Dean/Associate Dean
If approved by Cabinet:	
HR	• Provide to the Dean/Associate Dean: 　✓ position description with sections to be reviewed highlighted 　✓ previous similar position descriptions 　✓ previously used interview questions 　✓ faculty rubric template
Dean/Associate Dean	• Select interviewing committee (IC) comprised of a diverse representation of administration, faculty, and staff to include the hiring manager, content expert, and HR • Send position description, interview questions, rubric, teaching demonstration topics, and IC list to HR and VP
HR	• Conduct scheduling poll for IC meeting #1 and schedule
IC (Meeting #1)	• Review and revise as needed the position description, interview questions (first interview and second interview), and rubric • Determine teaching demonstration topics for the interviews • Block out dates/times for IC meetings and interviews
VP, HR, and Dean/Associate Dean	• Review and finalize the proposed position description, salary, interview questions, rubric, and teaching demonstration topics
HR	• Post the position in NEOGOV
Dean/Associate Dean, VP, and President	• Approve position in NEOGOV
HR	• Advertise the position • Conduct interview diversity training for IC members • Review applications received for completion with the Dean or Associate Dean to determine the pool of qualified candidates • Refer those identified with complete applications to the IC • Send rubric to the IC
IC	• Review applications • Complete rubrics • Send completed rubrics to the Dean/Associate Dean
Dean/Associate Dean	• Compile completed rubrics
IC (Meeting #2)	• Review applications and compiled rubrics • Determine slate for first interviews

HR	- Schedule the first interviews including a short teaching demonstration - Send interviewing information to the IC and candidates
IC	- Conduct the first interviews - Select candidates to be offered a second interview - Return all interview documentation to HR
HR	- Schedule the second interviews to include a longer teaching demonstration - Send interviewing information to the IC and candidates
IC	- Conduct the second interviews - Rank the top two candidates - Return all interview documentation to HR
HR	Provide reference check forms to the Dean/Associate Dean
Dean/Associate Dean	- Conduct references checks for top candidate(s) to include two professional and one personal - Complete reference check documentation and return to HR
HR	- Confirm salary placement on salary schedule based upon education, skills, and experience - Communicate salary to the Dean/Associate Dean
Dean/Associate Dean	- Extend offer to selected candidate - clarify subject to Board approval - Communicate outcome with IC
If the offer is accepted:	
HR	- Add to the personnel report for Board action - Ensure the return of all interview and reference check documentation
BOT	Consider the recommendation
If the offer is declined:	
IC	Reconvene to discuss extending offer to runner-up, returning to applicant pool, or failing the search
If approved by the BOT:	
HR	Notify unsuccessful candidates that the position has been filled
Dean/Associate Dean	Complete Payroll Information Sheet and send to HR (found under Human Resources in My.Sandburg)
HR	- Process Payroll Information Sheet - Coordinate completion of employment paperwork - Submit background check - Schedule and conduct HR orientation
Dean/Associate Dean	Schedule and conduct department orientation
If the BOT does NOT approve:	
HR	Notify candidate