STEP-BY-STEP GUIDE TO INITIATING FACULTY SEARCHES*

☐ Request a new tenure-track line by completing retention request and sending to Deborah Keeling by the designated deadline. 
http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/Hiring-Retention-Tenure-Track-Faculty.pdf

☐ Notification of approved tenure track lines will be sent by the Dean or Associate Dean.

☐ Yolanda Demaree, in the Faculty Affairs Office, will complete the Request for Authorization to Hire form and send to the Dean, who will forward it to the Provost for approval.

☐ Provost will notify the Dean once approval to hire has been obtained. You will be notified by the Dean once the ability to hire has been approved.

☐ Write the ad (must include information on where to mail application, deadline for application, start date, rank, what materials must be submitted, and any other pertinent information. Only the CV can be submitted with the online application; all other materials must be sent via mail.)

☐ Send Yolanda the ad copy, a list of the search committee members (including race and gender), and the names of publications or online outlets for placement.

☐ Receive confirmation from Yolanda that all materials are in order and correct PCN with correct title is being used.

☐ Yolanda will place the ad in PeopleSoft Recruiting Solutions and notify the Department of the Job Opening ID number.

☐ Receive approval of ad and search committee in PeopleSoft from HR.

☐ Department is responsible for placing ad in external outlets – as identified in search/recruitment plan.

☐ NEGOTIATE THE OFFER – SEE “MAKING THE OFFER” INFORMATION

☐ Yolanda will enter the offer information into PeopleSoft.

☐ Request to make an offer approved in PeopleSoft by HR.

☐ Letter of Offer drafted by Yolanda Demaree and sent to the candidate after the Department Chair reviews the draft.

☐ If OFFICIAL transcripts were obtained during the search process, send them to Yolanda.

☐ Yolanda will notify you when the candidate has returned the signed Letter of Offer.
Yolanda will initiate Criminal Background Check.

*Please note that this is the process for full searches only. If a full search is not being conducted, a search waiver form must be completed and sent to Yolanda along with the department organization chart and CV of the person you want to hire. Letters of recommendation will also be needed, but do not have to be sent at this time. Yolanda will send information to HR and notify you when a decision has been made. Contact Yolanda if you have any questions regarding that process.

**MAKING THE OFFER:**

1. **PLEASE NOTE:** The Department Chair must FIRST GET THE DEAN’S APPROVAL of the terms of the offer before salary or any other specific terms of the offer are discussed with any candidate. This can be done via an e-mail from the Department Chair to the Deborah Keeling, Associate Dean for Faculty Affairs stating the terms, including salary, the Chair would like to offer. Please cc Yolanda Demaree on this e-mail. Be sure to email the CV and letters of recommendation. For new hires, we take into consideration issues of salary compression and/or salary equity. If you have questions or would like to discuss salary range or what is customary for other terms of the offer (such as research start-up funds, moving expenses and computer allotment), please feel free to contact Deborah Keeling, Associate Dean for Faculty Affairs, 852-2237 or dgwils01@louisville.edu.

2. After the Dean has approved the terms the Chair can offer, the Chair speaks with the preferred candidate to have a PRELIMINARY discussion of the terms. The preferred candidate must be told that this is a preliminary discussion and nothing is official until HR has given approval to extend the offer. Ideally, the negotiations will take place before the letter of offer is sent so that we avoid having to send a revised letter.

3. If the candidate accepts the terms without negotiating for any changes, please let Yolanda Demaree know and she will draft the letter of offer. She will ask the Chair to review a draft of the letter before the Dean’s Office sends the official letter to the candidate. Approval to extend the offer must be received from HR before the letter of offer can be sent.

4. If the candidate wants to negotiate any of the terms of the offer, the Chair will need to get the Dean’s approval regarding any changes, this can be accomplished by contacting Deborah Keeling, Associate Dean for Faculty Affairs, dgwils01@louisville.edu or 852-2237. Again, please keep Yolanda Demaree in the loop so she has the correct information to draft the letter. The Chair will be asked to review a draft of the letter before the Dean’s Office sends the official letter to the candidate. Approval to extend the offer must be received from HR before the letter of offer can be sent.

5. If the person is to be hired with tenure, a tenure review must be completed and submitted to the Provost and, before a letter of offer can be sent, the Provost must agree to a recommendation for tenure. The Office of Faculty Affairs in the College of Arts and Sciences will need the following to move forward with appointments with tenure: official transcript, current vita, date of faculty vote and tally of faculty vote. If you have questions or just want to “talk through” the process described above, please contact Yolanda Demaree at 852-5206 or y.demaree@louisville.edu or Deborah Keeling.