



ARIZONA STATE UNIVERSITY

Steps for Recruitment of Faculty and/or Academic Professionals

Please work with the Academic Personnel Manager regarding the specific details of this process to ensure compliance with school and university policies/procedures.

Competitive Search:

Step 1: Complete and submit the following recruitment documents to the Academic Personnel Manager:

1. [Authorization to Recruit](#)
2. [Faculty and Academic Professional Search Plan](#)
3. Draft of [Advertisement](#) to include non U.S. Citizens
 - a. NOTE: If your search may lead to the hiring of an individual who is not eligible to work in the U.S. please consult the [Office of Equity and Inclusion](#) website regarding labor certification and search process requirements and take the necessary and appropriate actions to ensure that your recruitment is successful.
 - Use an electronic or web-based national professional journal instead of a print journal.
 - Post for at least 30 calendar days in the journal website (failure to meet the “30” day rule could result in the search having to begin again).
 - The posting must contain, job description/essential functions, minimum qualification and if applicable desired job qualifications, along with the process for applying.
 - Document the placement of the advertisement in an electronic or web-based national professional journal (must include evidence of the start and end dates of the advertisement placement and the text of the advertisement) by keeping a copy.
 - b. The following items must be included in the advertisement:
 - Background check is required for employment.
 - Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. ASU’s full non-discrimination policy (ACD 401) is located on the ASU website at <http://www.asu.edu/aad/manuals/acd/acd401.html> and <https://www.asu.edu/titleIX/>

Step 2: Once recruitment documents are approved by the Academic Personnel Manager, the unit emails Janina Kokins in the Office of Equity and Inclusion (OEI) to obtain a **JOB ORDER** number (please reference your HPC when emailing Janina).

1. Unit proceeds with posting the advertisement according to the approved search plan. Forward JOB ORDER number to the Academic Personnel Manager for tracking.
2. OEI will post to the ASU Job Opportunities webpage (required for competitive searches).

3. Unit provides applicants with the JOB ORDER number for the position for which they've applied and include the link to the EEOC survey: <https://www.surveymonkey.com/s/NRXHPZN>, in the application acknowledgment email. Results for this survey may be obtained from Janina Kokins after the deadline, which will be used later to complete the applicant list.

Step 3: Search Committee screens all vitas and submitted materials by the application deadline for criteria outlined in the search plan.

Step 4: Complete [Applicant List/Approval](#) to Interview.

PLEASE NOTE: phone and skype interviews used to narrow down applicant pool do not require dean and provost approval. List the applicants in the following order: selected candidates; ranking alternate candidates; alphabetize the remaining applicants.

Step 5: Submit the following to the Academic Personnel Manager for approval in a PDF portfolio:

1. Completed Applicant List
2. Search Plan
3. Copy of job posting/ad
4. CVs and cover letters for all selected candidates
5. CVs for all alternate candidates

Step 6: Upon approval of the Applicant List, the unit schedules and interviews the desired candidates. All candidates being recruited for a tenured or tenure-track appointment must meet with the Dean.

Step 7: Unit head identifies preferred candidate and discusses parameters of an offer of employment with the Dean prior to contacting the selected candidate.

Step 8: Unit updates the Applicant List to identify the selected candidate and enters new disposition status for the rejected interviewees and alternates.

Step 9: Unit completes the [Faculty Offer Check List](#).

Step 10: Unit forwards both the Faculty Offer Check List and the completed Applicant List to the Academic Personnel Manager.

Step 11: The Academic Personnel Manager drafts the appointment letter and gains the required approvals.

Step 12: The approved official employment offer letter will be sent to the unit head to deliver to the selected candidate.

Step 13: Once accepted, the Academic Personnel Manager will forward a PDF of the accepted offer letter via email to the provost office and the hiring unit business manager.

Step 14: Unit conducts a [background check](#) (per [ACD 126](#)).

Step 15: Unit sends OEI a copy of signed offer letter and final applicant list.

Waiver Hire:

- Step 1:** Complete and submit a [Waiver of Recruitment](#) and the candidate's CV to the Academic Personnel Manager.
- Step 2:** Unit chair/director discusses parameters of offer of employment with the Dean.
- Step 3:** The Academic Personnel Manager drafts the appointment letter and gains the required approvals.
- Step 4:** The approved official employment offer letter will be sent to the unit head to deliver to the selected candidate.
- Step 5:** Once accepted, the Academic Personnel Manager will forward a PDF of the accepted offer letter via email to the provost office and the hiring unit business manager.
- Step 6:** Unit conducts a [background check](#) (per [ACD 126](#)).