

Please work with the Academic Personnel Specialist 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 Interfolio:

1. [Faculty and Academic Professional Search Plan](#)
2. [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.
 - WPC HR will post your posting on the Chronicle for 60 days.
 - 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:
 - The posting must contain, job description/essential functions, minimum qualification and if applicable desired job qualifications, along with the process for applying.
 - 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 WPC HR in Interfolio, the unit emails (equityandinclusion@asu.edu) Office of Equity and Inclusion (OEI) to obtain a **JOB ORDER** number (please reference your HPC in the email).

1. Unit proceeds with posting the advertisement according to the approved search plan. Add JOB ORDER number to the Interfolio internal notes for tracking. Send Allison the job order # once received.
2. OEI will post to the ASU Job Opportunities webpage (required for competitive searches).

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 Specialist for approval in a PDF portfolio:

1. Completed Applicant List- follow the Provost Guide

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 Sr Associate Dean.
- Step 7:** Unit head identifies preferred candidate and discusses parameters of an offer of employment with the Sr Associate 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 Specialist.
- Step 11:** The Academic Personnel Specialist drafts the appointment letter and gains the required approvals.
- Step 12:** The approved official employment offer letter will be sent to the unit head (cc BOM) to deliver to the selected candidate.
- Step 13:** Once accepted, the Academic Personnel Specialist will forward a PDF of the accepted offer letter via email to the provost office and the hiring unit business manager.
- Step 14:** WPC HR will send a welcome email to the faculty (cc BOM) to initiate [background check](#) (per [ACD 126](#)) and onboarding process.
- 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 Human Resources Manager.
- Step 2:** Unit chair/director discusses parameters of offer of employment with the Dean.
- Step 3:** The Human Resources 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 Human Resources 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](#)).