Faculty Hiring Process All Schools Except School of Medicine

Vacancy and Candidate Search/Selection Process

Complete Position Request Form and Faculty Recruitment Action Plan (FRAP) → Draft Ad Text and create position in Interfolio. Attach Position Request Form and FRAP. Use generic faculty vacancy number from iReKREWt. → Submit Interfolio posting for approval → Position must be posted for a minimum of 2 weeks.

Advertise position in appropriate venues consistent with FRAP → Conduct search. Use candidate statuses in Interfolio during search process → Use Committee Review

Offer Process

Complete FAD Form for Leading Candidate → Draft Offer Letter from appropriate template → Mark candidate for hire as "Import to HCM" in Interfolio. * → Open generic faculty vacancy in iReKREWt, find candidate, and create offer. Select correct faculty title. → Attach FAD and CV of Candidate. Submit offer for approval. **

Offer Process

Send hardcopy offer letter to Provost's Office for signature → After review and receipt of iReKREWt offer, Provost will sign letter. Letter will be returned to Dean's Office. → Dean's Office sends letter to candidate. Candidate countsigns offer letter, returns signed copy to school. → Update offer in HCM and attach countersigned offer letter. Submit for approval.

Acceptance of Offer

Mark candidate as 'Hired' in Interfolio. → Close/Archive Position → Candidate receives new hire on-boarding email

* Candidate information will pull from Interfolio into HCM twice/day (11am/4:30pm) and attach to the vacancy.

Please use the following naming convention for all documents:
LastName, FirstName - Document Name
Examples:
Loshbaugh, Alysia - CV; Loshbaugh, Alysia - FAD

http://academicaffairs.tulane.edu/faculty-postdoc-hiring-process

Notes:
** (1) Salary on offer may be within 10% of budgeted amount without additional financial approval. If the offered salary exceeds 10% of budgeted/approved amount, additional justification is required. Attach that justification to the offer.
(2) The following units are exempted from using Interfolio for faculty searches: the Law School for junior tenure track positions.
(3) However, these units must still follow the above process with regard to and obtaining appropriate approvals/signatures as necessary (approval to conduct a search, Faculty Recruitment Action Plan, FAD, offer letters, etc.)
(4) "Import to HCM" must be completed in advance of the proposed start date, and all offers must be initiated in advance of the start date.
Back-dating hires is not an option.