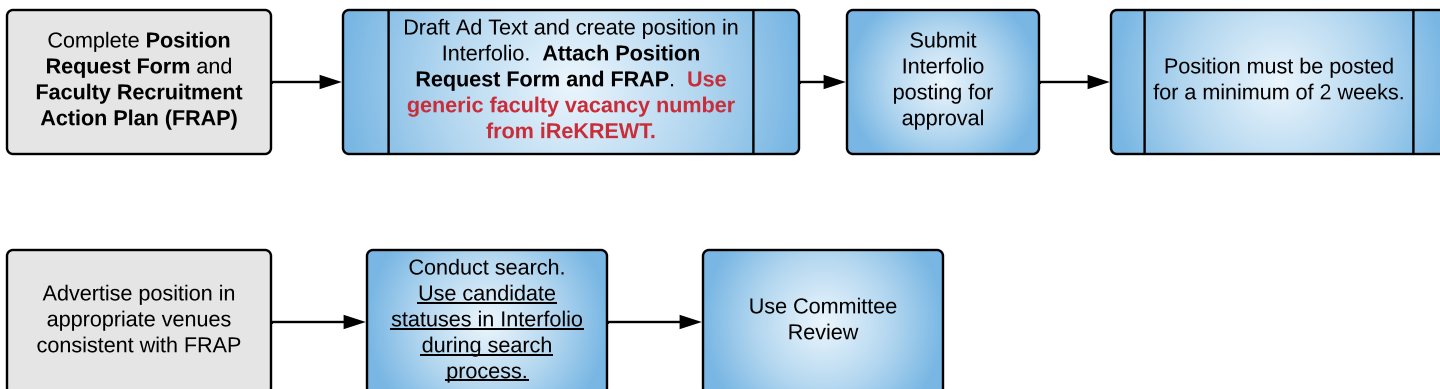


Faculty Hiring Process All Schools Except School of Medicine

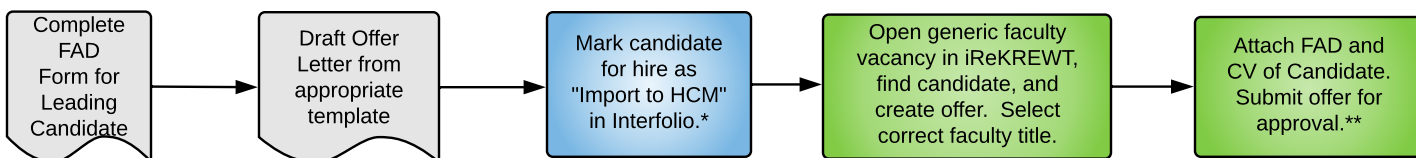
HCM iReKREWt

Interfolio

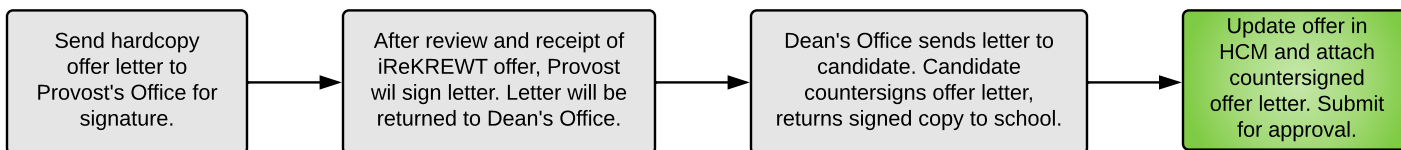
Vacancy and Candidate Search/Selection Process



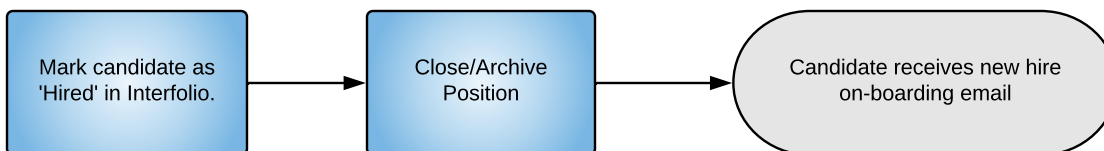
Offer Process



Offer Process



Acceptance of Offer



* 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.