



Faculty Search Process

Updated September 2025

Phase	Step	Action	Responsible Party
Pre-Recruitment & Authorization	1	Assess Unit Needs: Meet with the Dean or designee to evaluate the department's needs, budget, define the search strategy, and establish a recruitment timeline. Decide whether the position will be filled through an internal search, external recruitment, or direct appointment.	Unit Leadership (Program Director, Coordinator, Dept Head, Division Chair), Dean's Office
	2	Define Position and Form Committee: Departments should create a new position description or review and revise the existing one as needed. The most current, updated version of the position description template must be used, which can be found on the HR Forms page. Identify search committee members based on diversity, relevant expertise, commitment, impartiality, and stakeholder representation. Appoint a Search Chair and document all committee details on the Authorization to Fill (ATF) form. Request a Search Advocate from the Office of Diversity, Equity, and Inclusion by emailing dei@wou.edu .	Hiring Manager, Search Chair, DEI Office
	3	Submit for Internal Review: Submit the ATF and position description to the Dean and Assistant to the Dean for internal review and approval.	APA or Unit Leadership, Dean, Assistant to Dean
	4	Submit to HR: After internal approval, the Assistant to the Dean sends the approved ATF and position description (in Word format) to HR at paydocuments@wou.edu . HR processes the request and drafts the job announcement and recruitment materials. Final materials are shared with the Hiring Manager and Search Chair for review and approval before posting.	Assistant to Dean, HR, Hiring Manager, Search Chair



Recruitment Preparation & Posting	5	Schedule Recruitment Game Plan Meeting: The Search Chair coordinates a meeting with the Talent Acquisition Coordinator before application review begins. This meeting clarifies expectations, finalizes recruitment strategy, and ensures all committee members complete Search Committee Orientation.	Search Chair, Talent Acquisition Coordinator
	6	Finalize Recruitment Materials: confirm job posting language, evaluation tools aligned with criteria, and outreach strategy to attract diverse qualified candidates.	HR, Search Chair, Hiring Manager
	7	Share Search Folder: HR provides the search committee with a structured Google folder containing templates and forms for screening, interviews, documentation, and final reporting.	HR
	8	Conduct Committee Meetings: Organize initial committee meeting(s) to establish norms, define roles, review the screening rubric, and outline the decision-making process. Emphasize confidentiality, equity, and compliance.	Search Chair
	9	Post Job Announcement: HR posts the position on WOU Careers and other approved platforms as outlined in the ATF. The search committee may recommend additional targeted job boards or networks relevant to the role.	HR, Search Committee
	10	Complete Committee Training: All committee members review training materials and complete required training. Members must sign and submit the SDSSC confidentiality form to gain access to the application portal.	HR, Search Chair
Screening & Interviews	11	Screen Applications: The committee independently reviews applications using approved rubric aligned with job posting criteria.	Search Committee
	12	Request Candidate Contact Info: Search Chair submits list of selected candidate #'s to HR to obtain contact details. All candidate communication should be routed through HR.	Search Chair, HR



	13	Conduct Interviews: Interview all candidates using consistent, approved questions. Interviews may be held via Zoom or in person. Coordinate travel and lodging if necessary, in accordance with department budgets.	Search Committee
	14	Conduct Reference Checks: For finalists, committee members conduct reference checks using standardized questions. Document responses consistently and store them in the search folder.	Dean or Designated Unit Leader
Selection & Hiring	15	Final Recommendation: Submit a final recommendation to the Dean/Hiring Manager and HR. Include the selected candidate's qualifications, interview and reference highlights, rationale for selection, proposed salary, start date, and any applicable tenure recommendations.	Search Committee Chair
	16	Full Review & Approval: The Dean (or designee) reviews the search committee's recommendation, application materials, reference checks, and any required approvals prior to moving forward. Extend Verbal Offer: Once the review is complete, the Dean or designee extends a verbal offer, including salary, start date, tenure credit (if applicable), and other terms. This stage may include negotiation.	Dean
	17	Initiate Background Check: Once the verbal offer is accepted, the Search Chair or unit leadership notifies HR to initiate the background check process. HR shares results with the Dean.	Search Chair or Unit Leadership, HR
	18	Submit Employment Authorization: Dean's Office completes and submits the Employment Authorization form to HR (paydocuments@wou.edu) with final terms of appointment.	Dean's Office
	19	Remote Work Consideration: If the new hire will be remote, submit a completed Remote Work Request Form with appropriate approvals to HR.	Hiring Manager, Employee, HR



	20	Send Offer Letter: HR drafts and sends the official offer letter to the candidate. Copies are sent to the Division Chair, APA, Dean's Office, and Provost's Office.	HR
Onboarding & Orientation	21	Initiate Onboarding: Once the signed offer letter and approved EA are received, HR sends new hire paperwork (I-9, W-4, direct deposit), creates the employee profile, sets up Banner/email/system access, and processes ID card requests.	HR
	22	Division-Level Onboarding: The division conducts additional onboarding and arranges office setup, key/technology access, introductions, mentoring, policy review, teaching/advising assignments, and engagement with campus partners. CTL coordinates faculty orientation.	Division, Center for Teaching and Learning (CTL)

Human Resources Contact:

- Crystal Talitonu-Naea, Talent Acquisition Coordinator (TAC) talitonuc@wou.edu | 503-838-8552
- Forms & Resources: [Recruitment & Onboarding Hub](#)
- WOU Job Postings: [Current Job Openings](#)