HCM PROVOST Faculty Hiring Process

Vacancy Stage

- Obtain Sr. Officer approval for a faculty hire
- Review OIE Faculty Hiring Packet for Search Guidelines
- Draft Ad Text and create position in Interfolio. Obtain Interfolio link for inclusion in iRec vacancy.
- Department initiates vacancy in iRec. *Open Rank is now an option under Job. Include Interfolio link for “How to Apply” in the Job Posting Page Template. Get IRC number and put in Interfolio in “Internal Notes” under “Position ID or Requisition Number”

- Preview Job Posting and submit vacancy for approval routing
- Check WFMO Jobs Website to verify posting
- Position must be posted for a minimum of 2 weeks and until application deadline as determined by the hiring department
- Advertise Position in Appropriate Venues (Journals, Academic Societies, etc.)
- Conduct Search *applicants apply through Interfolio

Candidate Search and Selection Process

- Have Top Candidate Create Profile in iRec
- Add Candidate to iRec vacancy
- Update Vacancy (i.e. change position title if open rank)
- Attach OIE Faculty Search Packet to Updated Vacancy
- Submit for approval (routes to OIE and Employment)
- Complete FAD Form for Leading Candidate

Offer Process

- Create Offer in iRec for Leading Candidate
- Attach FAD and Candidate CV to Offer
- Submit offer for approval
- After Provost Office approval of Offer in iRec, draft formal offer letter to candidate
- Obtain appropriate Tulane signatures, including Provost’s signature

Candidate countsigns offer letter, returns signed copy to school / department

Send formal Offer Letter to Candidate

Offer fields can be updated if appropriate: salary and start date

Initiator updates Offer in iRec, attaches countersigned offer letter

Submit updated offer for approval routing (routes to Provost and Employment)

Candidate receives new hire on-boarding email

Notes:

1. The following units are exempted from using Interfolio for faculty searches: Mathematics and the Law School.
2. However, these units must still follow the above process with regard to HCM vacancy steps and obtaining appropriate approvals/signatures as necessary (approval to conduct a search, OIE procedures, FAD, offer letters, etc.)
3. Candidate Profiles in iRec must be created 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.

http://tulane.edu/provost/Faculty/hiring-process.cfm