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**

- In Interfolio, apply "Import to HCM" applicant status to top candidate
- 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

Please use the following naming convention for all documents in HCM:

Last Name, First Name - Document Name

Examples:

Loshbaugh, Alysia - CV; Loshbaugh, Alysia - FAD

**Acceptance of Offer**

- Initiator updates Offer in iRec, attaches countersigned offer letter
- Other Offer fields can be updated if appropriate: salary and start date
- 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](http://tulane.edu/provost/Faculty/hiring-process.cfm)