

# QUICK GUIDE

## STEPS FOR FACULTY & ACADEMIC/PROFESSIONAL NON-FACULTY PAY PLAN POSITIONS

*(Specifics concerning faculty searches are located in UM Policy 1511 and TBR Guideline P-010.)*

<p><b>STEP 1:</b> Initiate Faculty Search Approval Checklist</p>	<p>What will be needed: position #, rank, salary range, anticipated date of hire</p> <p>Obtain approval to initiate search – must be signed by Dean and Provost.</p>
<p><b>STEP 2:</b> Obtain Approval from Affirmative Action Officer (AAO) Concerning Position Vacancy Announcements &amp; Advertising</p>	<p>Submit proposed ad, recruitment sources, and names of search committee members.</p> <p>Approval to advertise will be approved after receiving ad, recruitment sources, and names of search committee members.</p> <p>Affirmative Action goals as represented in the University's Affirmative Action Plan will be completed.</p>
<p><b>STEP 3:</b> Conducting Search</p>	<p>Applicant pool must be screened and approved by Affirmative Action Officer prior to conducting campus interviews.</p> <p>Normally this step occurs after departments have decided who will be interviewed. If there are questions concerning the composition of the pool, the AAO should be called after the pool is closed.</p> <p>All folders of applicants must be submitted to AAO. Faculty Employment/Affirmative Action Form must be submitted to everyone who has sent in a résumé/vita.</p> <p>Upper level administrators (Chairpersons or above) must have TBR approval prior to interview – Affirmative Action Office will prepare paperwork.</p>
<p><b>STEP 4:</b> Submission of Affirmative Action Packet for Approval</p>	<p>To include: <b>University Affirmative Action Form</b> (triplicate copy); <b>Faculty Employment/Affirmative Action Forms</b> – signed by Department Chairperson or Search Committee Chairperson with appropriately assigned rejection codes on <b>all</b> applicants forms; <b>The U of M Approval for Appointment Form</b></p>
<p><b>STEP 5:</b> Provost's or Designee's Approval</p>	<p>After reviewing AAO secures Provost's or Designee's signature. All vice presidents including all interim appointments, all academic administrative positions, and appointments, promotions, and/or transfers to positions with salaries of \$75,000 or above require TBR approval. <b>No offers can be made until TBR approval is secured.</b></p>
<p><b>STEP 6:</b> Proceed With Hiring</p>	<p>After securing necessary approvals the Chairperson, Academic Affairs and Human Resources are sent copies of the Affirmative Action Form (triplicate copy) and any TBR correspondence. If University Application was not required for application, a Fair Credit Reporting Act Disclosure and Authorization Form must be submitted with hiring paperwork.</p>