

This document briefly summarizes the Faculty Search Process. Additionally, more information regarding faculty recruitment can be found on the University of Iowa website for the Office of the Provost. <https://provost.uiowa.edu/human-resources-administration/faculty-hr-administration/faculty-recruitment>

- Pre-search activities (securing position, funding, etc.); Select search chair & committee
- Search committee receives charge from DEO
- Contact EOD to discuss search best practices with committee
- Develop recruitment plan (consult with EOD for assistance with advertising resources if applicable); Develop position criteria
- Select advertising resources
- Submit **Recruitment Plan** to Workflow for approval
- After approval is received, advertise position
- Develop evaluation criteria
- Screen applicant pool & create a short list
- Submit **Pre-Interview Report** to Workflow for approval
- After approval is received, schedule campus interviews.
- Develop interview itinerary & format; Contact Dual Career Network if applicable
- Conduct interviews
- Check references; Committee deliberations
- Submit recommendations to Provost's Office for approval
- After approval is received, create a search narrative and position offer letter
- Submit **Search & Selection Summary** to Workflow for approval
- After approval is received, extend employment offer to candidate
- After offer is accepted, submit **Appointment** or **Transfer** form to Workflow