Due Date	Days	PROCESS - Conventional Faculty Search Timeline - Fall 2020 Hiring (Appendix 1.O)	Where?
		Pre-Search Procedures	
Friday, May 17, 2019	---	Position requests due in Departments' Annual Reports	NA
Friday, July 6, 2018	---	Deans/VPs (Academic and Student Affairs) review requests, recommend positions for President's consideration	NA
Tuesday, July 2, 2019	---	President communicates approval of searches to VPs (Academic and Student Affairs)	Verbally
Thursday, September 6, 2018	---	Search Chair and Department Chair complete required SPOT Briefing (Common Hour - 11:00 a.m. to 12:00)	Duda 103
Thursday, September 5, 2019	0	Start Preparation of Posting in PeopleAdmin by Search Chair or Department Chair	NA
Monday, September 9, 2019	4	Search Chair or Department Chair adds Job Description & Ad Copy to posting	PeopleAdmin
Tuesday, September 10, 2019	1	Search Chair or Department Chair submits Administrative Diversity Plan to Social Equity	Email
Monday, September 16, 2019	6	Faculty Search Coordinator & Social Equity approve Job Description and Ad Copy	PeopleAdmin
Monday, September 16, 2019	0	Faculty Search Coordinator submits Chronicle master ad for all searches to Marketing for processing	Email
Tuesday, September 17, 2019	1	**End** Preparation of Posting in PeopleAdmin	PeopleAdmin
Wednesday, September 18, 2019	1	Search Chair submits posting to Dept. Chair for approval	PeopleAdmin
Thursday, September 19, 2019	1	Department Chair approves posting, submits to Dean (Academic or Student Affairs) for approval	PeopleAdmin
Friday, September 20, 2019	1	Academic or Student Affairs Dean approves posting, submits to VP (Academic or Student Affairs) for approval	PeopleAdmin
Monday, September 23, 2019	3	VP (Academic or Student Affairs) approves posting, submits to Controller for approval	PeopleAdmin
Tuesday, September 24, 2019	1	Controller approves posting, adds cost center and submits to Budget Officer for approval	PeopleAdmin
Tuesday, September 24, 2019	0	Budget Officer approves posting, submits to President for approval	PeopleAdmin
Thursday, September 26, 2019	2	President approves posting, submits to Human Resources for processing	PeopleAdmin
Friday, September 27, 2019	1	Marketing submits ad to Chronicle of Higher Ed (ad due date - October 1, 2019; Publication Date - October 11, 2019)	NA
Monday, September 30, 2019	3	Social Equity releases position for posting/viewing on https://careers.calu.edu	PeopleAdmin
Monday, September 30, 2018	0	Human Resources notifies Faculty Search Coordinator and Search Chair of posting	Email
		Search Procedures	
Wednesday, October 2, 2019	2	Search Chair starts using Job Description & Ad Copy to advertise/recruit in journals, listservs, web sites, etc. (Dept. cost centers later reimbursed from Provost cost center)	NA
Wednesday, October 2, 2019	0	Social Equity posts the position on PA CareerLink, PASSHE Sister Universities, and Local NAACP	NA
Thursday, October 3, 2019	1	**Search Committee** starts to prepare Phase 1 & 2 evaluation/rating forms (Phase 3 may also be started)	NA
Thursday, October 10, 2019	7	Search Chair submits Phase 1 & 2 evaluation/rating forms to Faculty Search Coordinator & Social Equity (Phase 3 may be submitted)	Email
Friday, October 11, 2019	1	Faculty Search Coordinator & Social Equity notify Search Chair of approvals of forms & questions	Email
Wednesday, October 23, 2019	0	Social Equity advertises/markets positions to SREB and other diversity-related opportunities	NA
Friday, November 1, 2019	9	*Deadline date for submission of applications (November 1, 2018)*	PeopleAdmin
Monday, November 4, 2019	3	**Start** Phase 1-Initial Review of Applicants by **Search Committee** in PeopleAdmin	PeopleAdmin
Monday, November 11, 2019	7	**End** Phase 1-Initial Review of Applicants	PeopleAdmin
Monday, November 11, 2019	0	Search Chair sends Initial Review results to Faculty Search Coordinator & Social Equity, requests approval to proceed	Email
Wednesday, November 13, 2019	2	Faculty Search Coordinator provides approval to schedule Phone Interviews	Email
Wednesday, November 13, 2019	0	Social Equity provides approval to schedule Phone Interviews	Email
Thursday, November 14, 2019	1	Search Chair updates Applicants' status, as appropriate, and schedules Phone Interviews	PeopleAdmin
Monday, November 18, 2019	4	**Start** Phase 2-Phone Interviews by **Search Committee**	NA
Wednesday, November 27, 2019	9	**End** Phase 2-Phone Interviews	NA
Thursday, November 28, 2019	1	Search Chair sends Phone Interview results to Faculty Search Coordinator & Social Equity; requests approval to proceed	Email
Thursday, November 28, 2019	0	Search Chair submits Phase 3 evaluation/rating form to Faculty Search Coordinator & Social Equity (if not done above)	Email
Monday, December 2, 2019	4	Phase 3 form approved by Faculty Search Coordinator and Social Equity	Emails
Monday, December 2, 2019	0	Faculty Search Coordinator and Social Equity provide approval to schedule On-Campus Interviews	Emails
Tuesday, December 3, 2019	1	Search Chair updates Applicants' status, as appropriate, and schedules On-Campus Interviews beginning January 14th, 2019	PeopleAdmin
Tuesday, December 3, 2019	0	Search Chair solicits reference checks for Phase 3 candidates	Email/Phone
Monday, January 13, 2020	41	**Start** Phase 3-On Campus Interviews by **Search Committees**	NA
Monday, January 13, 2020	0	Search Chairs acquire Applicant's Release for Background Check during interviews.	NA
Friday, January 31, 2020	18	**End** Phase 3-On Campus Interviews	NA
Friday, January 31, 2020	0	Search Chair recommends Applicants for department vote to Department Chair; providing strengths and weaknesses of each candidate	Memo
Monday, February 3, 2020	3	Faculty are notified to start review Applicants' qualifications for Department vote	PeopleAdmin
Monday, February 3, 2020	0	Search Chair / Department Chair preps Applicants' travel reimbursement requests	NA
Thursday, February 6, 2020	3	Dean's office (Academic or Student affairs) requests reimbursement for Travel funds from VP (Academic of Student Affairs)	Email
Monday, February 10, 2020	4	Department faculty discuss applicant qualifications and vote to recommend (or not recommend) top applicants	NA
Tuesday, February 11, 2020	1	Department Chair submits documentation of Department faculty vote to Faculty Search Coordinator & Social Equity for approval	Email
Tuesday, February 11, 2020	0	Search Chair changes each approved finalist status (in PeopleAdmin) to Recommend (or Not Recommend) for Hire	PeopleAdmin
Thursday, February 13, 2020	2	Department Chair submits memo to Dean (Academic or Student Affairs) describing department vote and providing an independent recommendation (including strengths and weaknesses of each department approved candidate)	Memo
Monday, February 17, 2020	4	Faculty Search Coordinator and Social Equity approve the fidelity of the process for the Dean and VP (Academic or Student Affairs)	Email
		Post-Search Procedures	
Wednesday, February 19, 2020	2	Dean (Academic or Student Affairs) **reviews Department vote and** Department Chair **recommendations**	NA
Thursday, February 20, 2020	1	Dean (Academic or Student Affairs) submits memo to VP (Academic or Student Affairs) with recommendations indicating strengths and weaknesses of each approved candidate (Documentation of Department Vote and Department Chair recommendations are included)	Memo
Wednesday, February 26, 2020	6	VP (Academic or Student Affairs) reviews Applicants, **Finalist Pool is established**	NA
Wednesday, February 26, 2020	0	VP Office (Academic or Student Affairs coordinates with Marissa Fouser in HR to conduct background checks for final candidates	NA
Wednesday, February 26, 2020	0	VP (Academic or Student Affairs) forwards the Finalist Pool to the President	Memo
Wednesday, March 4, 2020	7	VP (Academic or Student Affairs) & President discuss Finalist Pool and determine salary parameters for a top candidate	NA
Wednesday, March 4, 2020	0	VP (Academic or Student Affairs) & Dean (Academic or Student Affairs) negotiate rank/step for top candidate	NA
Thursday, March 5, 2020	1	Dean (Academic or Student Affairs) makes offer to top candidate, subject to positive background checks and final approval by the President	Phone
Monday, March 9, 2020	4	Once candidate accepts offer, Dean (Academic or Student Affirms) asks applicant if immigration services are required from Cal U (if YES, notify the Faculty Search Coordinator)	Phone
Monday, March 9, 2020	0	Dean (Academic or Student Affairs) *requests* applicant to provide original Official Academic Transcripts (all degrees & in-process) to the President's Office	Phone
Monday, March 9, 2020	0	Dean (Academic or Student Affairs) notifies VP (Academic or Student Affairs), Dept. Chair, Search Chair & Faculty Search Coordinator of *tentative* applicant to hire & rank/step	Email
Monday, March 9, 2020	0	Faculty Search Coordinator notifies Human Resources of tentative change the status, in PeopleAdmin, of the hired person to "HIRED".	Email
Friday, March 13, 2020	4	President approves hiring, sends to Human Resources	PeopleAdmin
Monday, March 16, 2020	3	Human Resources changes posting to "filled" and notifies Faculty Search Coordinator & Social Equity	PeopleAdmin
Tuesday, March 17, 2020	1	Faculty Search Coordinator notifies VP (Academic or Student Affairs), Dean (Academic or Student Affairs), Department Chair, Search Chair of status	Email
Thursday, March 19, 2020	2	Department Chair prepares/submits "Hiring Form for Tenure-Track Faculty" to **Academic** VP's Office	Email
Thursday, March 19, 2020	0	Department Chair prepares/submits Change to Published Schedule for EACH section (from STAFF to new prof) to **Academic** VP's Office.	Email
Monday, March 23, 2920	4	Department Chair submits Space Utilization Request Form to **Academic** VP's Office	Email
Monday, March 30, 2020	7	Academic VP's Office - preps hiring letter for President's office	Paper/Email
Friday, April 3, 2020	4	President Signs letter and it is mailed to new hire	
Friday, April 10, 2020	7	Search Chair sends all documentation to Social Equity	Paper
Monday, August 24, 2020		**Start date for Fall 2020 semester** (August 24, 2020)	NA

*Timeline deadlines are provided as a guide to increase the probability of completing searches with a successful hire. Search committees may accelerate search deadlines.