

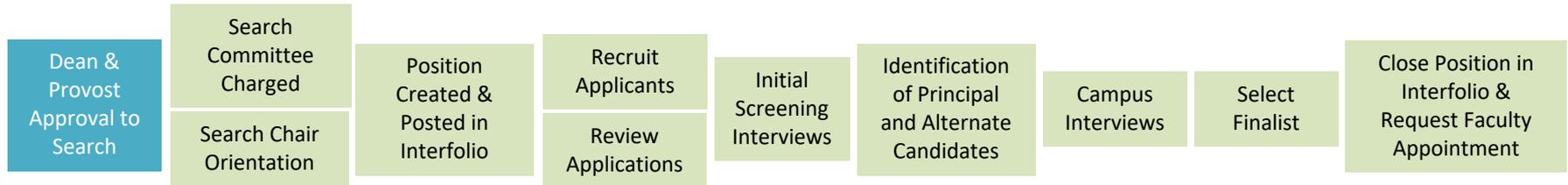
Overview of the Faculty Search Process



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Basic Faculty Search Process

Archive Records



Approval Milestones



Request to Post Position

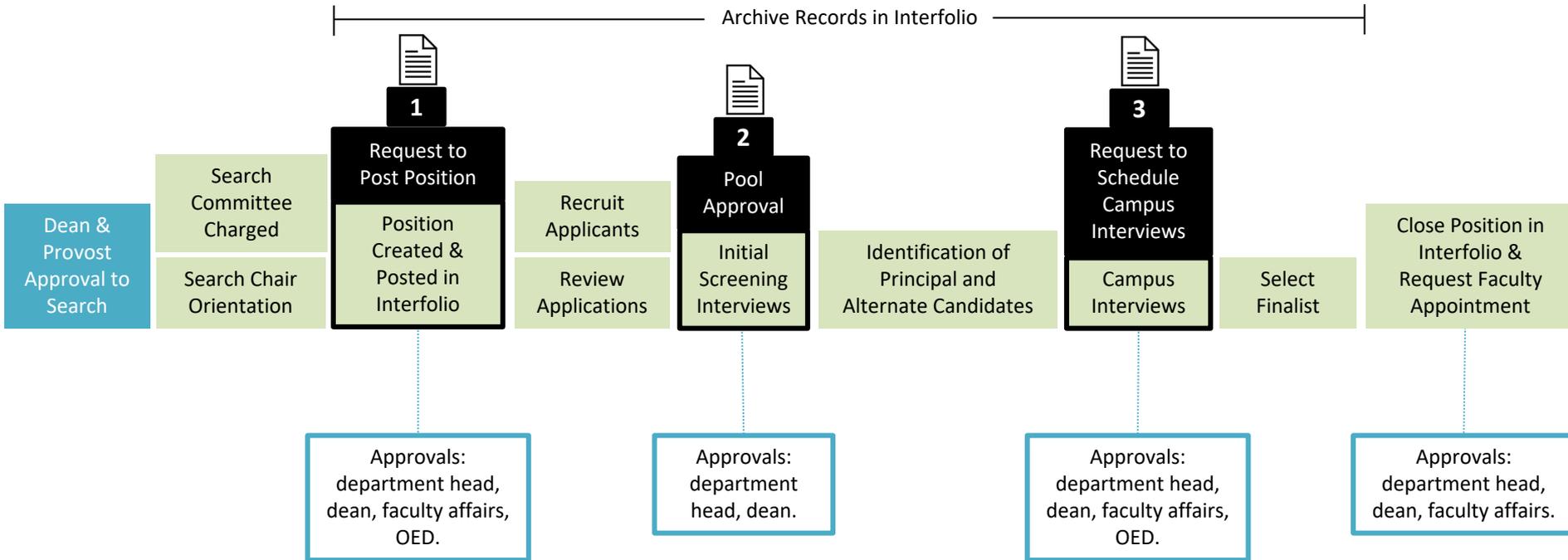


Pool Approval

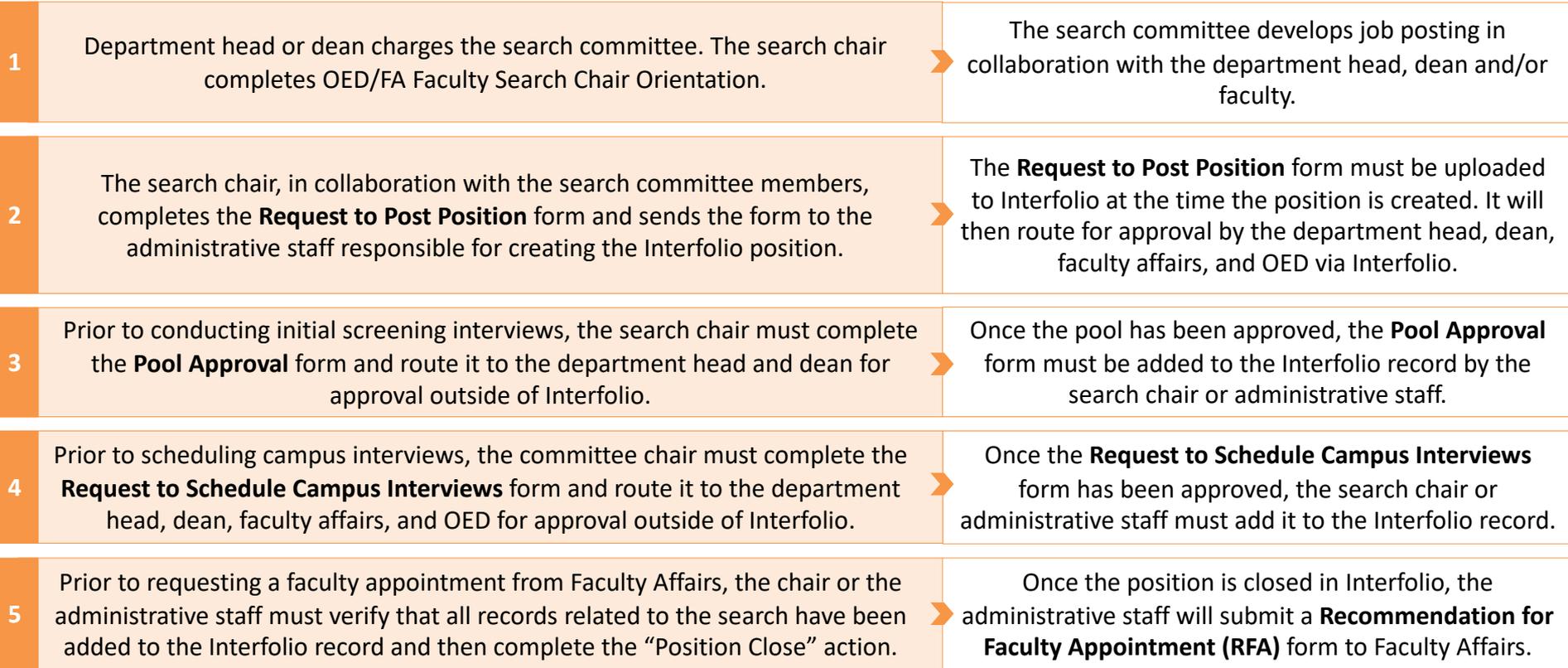


Request to Schedule Campus Interviews

Approval Milestones Overlay



FACULTY SEARCH PROCESS WORKFLOW





Request to Post Position

Form Components

Position Information

Search Committee Information

Search Timeline

Recruitment Plan & Goals

Reference Check Process

Documentation & Archival Requirements

Open Rank & Open Track Searches

Internal Searches

Attachments

Search Committee Charge

Search Chair Orientation Certificate

Approvers

Department Head, Dean, Faculty Affairs,
OED (In Interfolio)

Interfolio Actions*

Create Position & Add Form

*Instructions for performing these actions in Interfolio can be found in the Request to Post Position form.



Pool Approval

Form Components

Number of Applications

Number Selected for Initial Screening

Search Committee Updates

Recruitment Effort Updates

Pool Size and Composition Justification

Application Review and Selection Criteria

Application Review and Selection Process

Attachments

Pool Demographics Report

Approvers

Department Head, Dean (Outside of Interfolio)

Interfolio Actions*

Identify Applicants for Initial Screening

Add Pool Approval Form to Position

*Instructions for performing these actions in Interfolio can be found in the Pool Approval form.



Pool Demographics Report

- The **Pool Demographics Report** can be obtained from Interfolio by the search chair or administrative staff.
- Instructions for how to generate the report can be found attached to the Pool Approval form.
- The **Pool Demographics Report** provides information about the size and composition of the pool with respect to voluntarily, self-identified demographic data.
- This information can be used in part to determine the extent to which the recruitment goals identified in the Request to Post Position form were met.



Example Pool Demographics Report

UTK EEO/SMA Self ID Form

Report generated on Nov 9, 2022

Total Applicants

56

Department

Position

[Applicant Summary](#) [All Questions](#)

Gender

Total	Male	Female	Declined ¹	Other
56	14	42	0	0
100%	25%	75%	0%	0%

¹ Declined means the applicant chose the option "Don't wish to answer" for the specific question.

Disability Status

Total	Has (or Had) Disability	No Disability	Declined ¹
56	10	41	5
100%	18%	73%	9%

¹ Declined means the applicant chose the option "Don't wish to answer" for the specific question.

Underrepresented Minority

Total	URM ¹
56	10
100%	18%

¹ URM includes: Hispanic/Latino (any race), American Indian/Alaskan Native, Black/African American, & Native Hawaiian/Pacific Islander.

Veteran Status

Total	Veteran	Not a Veteran	Declined ¹
56	2	54	0
100%	4%	96%	0%

¹ Declined means the applicant chose the option "Don't wish to answer" for the specific question.

Race / Gender

	Total	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Multiple Selected (Two or More Races)	Declined ²
Male	14		2	1		11		
Female	42		16	4		19	3	
Declined	0							
Other	0							
Total	56	0	18	5	0	30	3	0
Percentage	100%	0%	32%	9%	0%	54%	5%	0%

¹ Declined means the applicant chose the option "Don't wish to answer" for the specific question.

Ethnicity / Gender

	Total	Hispanic / Latino/a ¹	Not Hispanic / Latino/a	Declined ²
Male	14	1	13	0
Female	42	3	39	0

¹ In this table, "Hispanic/Latino" includes Hispanics/Latinos of all races.

² Declined means the applicant chose the option "Don't wish to answer" for the specific question.



Request to Schedule Campus Interviews

Form Components

Number of Principal Candidates

Number of Alternate Candidates

Application Review and Selection Criteria

Application Review and Selection Process

Approvers

Department Head, Dean, Faculty Affairs,
& OED (Form)

Interfolio Actions*

Identify Principal & Alternate Candidates

Add Strengths and Weaknesses

Add Signed Form to Position

*Instructions for performing these actions in Interfolio can be found in the Request to Post Position form.

Pool Amendments

Initial Screening Interviews

If the committee wishes to conduct initial screening interviews with **new** applicants after the Pool Approval form has been submitted and approved by the dean, the committee is free to do so without getting additional approval, unless the department or college requests it.

Principal and Alternate Pools

If the committee wishes to amend the principal or alternate pools *after* the *Request to Schedule Campus Interviews* form has been submitted and approved by OED, the committee chair must complete the *Request to Amend Principal and/or Alternate Pools** form and route it to OED for approval before scheduling campus interviews.

*This form can be found on the OED and Faculty Affairs websites.