Request to Post Position

This form must be completed and uploaded to Interfolio at the time of position creation.

Instructions	
1	This form must be completed by the search committee chair, in collaboration with the search committee.
2	The search committee charge and the search chair's OED/FA Faculty Search Chair Orientation certificate of completion must be attached to this request.
3	To attach this document to the position record in Interfolio, add it at the time of position creation in the "position notes" section by selecting "add file" at the bottom of the page. If the position has already been created, select "position actions" and "edit position." Then, select "position notes" and "add file" at the bottom of the page.
4	This request will be routed to the department head, dean(s), faculty affairs and OED for approval via Interfolio. *UTIA should route for department head and dean signature prior to uploading to interfolio.
If you have multiple positions available and are using one posting/pool, this form only needs to be completed once and attached to the initial posting request.	

Position Information	
How many available positions are associated with this search posting?	
Is this an open rank search (i.e., a search that includes options for two or more ranks)?	
Is this an open track search (i.e., available for either a tenure-track or non-tenure-track faculty)?	
Is this an internal search (i.e., a position open only to those in the UT System)?	
Is this an upper-level search (director or above)? If yes, then a representative from OED must be present at the meeting to charge the search committee.	

Search Committee Information

Search Committee Chair	Title/Rank	Email

__   The search committee chair has completed the required OED/FA Faculty Search Chair Orientation modules in Canvas and attached the certificate of completion to this request. This orientation must be completed annually.

__   All search committee members have been listed in the appropriate section of Interfolio.

__   The search committee charge has been uploaded to the position record in Interfolio.

Search Timeline

Date of meeting to charge search committee	

What are the <u>anticipated</u> dates for conducting the following steps of the search?	
Recruitment Period	
Review of Applications	
Initial Screenings	
Campus Interviews	

Recruitment Plan

Describe your recruitment plan, including efforts that will be made to reach as many audiences as possible. As part of your plan, identify *publications* and *distribution lists*, etc. where the position will be posted and engagements with *professional organizations* and *individuals*. You can also describe any on-going recruitment and outreach efforts in which the unit engages *outside the context of this search.*

What are your recruitment goals? How will the committee determine if the pool is sufficient to move forward to initial screening interviews?

Open Rank and Open Track Searches

This section must be completed by those conducting open rank and/or open track searches. Open rank searches (i.e., those that are open to two more ranks) and open track searches (i.e., those open to tenure-track or non-tenure-track faculty) must list unique required qualifications for each rank and/or track in the position description.

Job Description

__   The job description has required qualifications for each rank and/or track clearly listed.

Position Availability and Hiring Plan
If there is more than one position available, what is your hiring plan? For example, do you plan to associate each position with a unique rank (i.e., one position for assistant professors and another for associate professors) or do you plan to have all positions be open?

(Continued for Open Rank and Open Track Searches)

Evaluation of Applicants

Describe how the committee will ensure that all applicants will have a fair and equal opportunity to advance given that different applicants will have different qualifications and experiences based on where they are in the career. For example, what steps will you take to make sure that applicants just finishing their terminal degrees will be given the same consideration as applicants who are senior faculty? If open-track, how will you determine if applicants qualify for a tenure-track or non-tenure-track position?

Internal Searches

This section must be completed by those conducting internal searches. Internal searches are open to all UT System employees. As such, a required qualification should not limit applicants to those who work at UTK.

__   The position description does not exclude employees from other UT campuses from applying.

__   The position description does not state a preference for UTK employees.

Reference Checks

Describe your plan for checking references. This plan should describe <u>when</u> and <u>how</u> references will be checked, including at which points during the search and via which methods (e.g., letters, telephone calls), as well as <u>who</u> will conduct these checks. If the committee plans to go "off-list," you must also describe this process.

Documentation and Archival Requirements

All documents and records related to the search must be collected and uploaded to Interfolio before the position is closed. This includes evaluation rubrics and forms for each selection stage, evaluation surveys, minutes from upper-level search committee meetings, and interview guides. Personal notes taken by search committee members are <u>not</u> included in this requirement.

__   The search committee chair understands these requirements and takes responsibility for ensuring that all relevant documents are collected and uploaded to the Interfolio search record.

__   The search committee chair understands that all documents must be uploaded to the Interfolio search record before closing the position in Interfolio and requesting an appointment letter from the Provost's Office.

Attachments

The following documents must be attached to this request in Interfolio:

__   *Search Committee Charge*

__   *OED/FA Search Faculty Chair Training Certificate of Completion*

(UTIA Use Only) UTIA Required Signatures - Attach the position description to this form prior to routing for signatures.

Search Chair: _____

Department Head: _____

Dean(s): _____

UTIA Faculty Affairs: _____
                                    Christopher Clark (cdclark@utk.edu)