University of Massachusetts Amherst

Faculty Search Activities Guide
Tenure-Track Search & Hiring Overview

**Consult the School or College’s Approved Hiring Plan**
All tenure-track searches must be approved by the Provost’s office even if the position is internally funded.

**Appoint the Search Committee**
The Dean or designee will appoint and charge the search committee.

**Develop a Position Advertisement**
An inclusive position advertisement includes the mandatory AA/EEO statement.

**Develop an Applicant Evaluation Plan**
Includes how candidates’ qualifications will be evaluated.

**Obtain Approval of Search Plan**
Submit Search Plan into APWS for approval.

**Appoint the Search Committee**
The Dean or designee will appoint and charge the search committee.

**Post the Position in Page Up**
Review applicant pool and disposition candidates.

**Determine Candidates who meet Minimum Qualifications**
Review applicant pool and disposition candidates.
Does the position have an AA goal?

**Consult with HR**
The adequacy of the applicant pool must be evaluated prior to interviews.

**Conduct Preliminary Interviews**
CONDUCT PRELIMINARY INTERVIEWS

**Reduce Interview Pool to Short List**
The search committee will reduce the minimally qualified pool to a short list for campus interviews.
Obtain Approval of the Short List

Submit Short List into APWS for approval prior to inviting candidates to campus.

Department Chair
Dean
Provost
HR
Facilities

Obtain Approval for Finalists

Submit the search committee memo and/or ranking in APWS for approval.

Department Chair
Dean
Provost

Develop a Recommendation for Finalists

Meet with the department faculty to present the committee’s assessment of the candidates. Voting rights of the faculty are determined by the departmental bylaws.

Make an Offer

Once approved, the Dean or designee may extend the offer to the first candidate.

Obtain Approval of the Offer Letter

Gain approval from Academic Personnel of the offer letter prior to sending it to the successful candidate.

Close the Search

Ensure each unsuccessful candidate is appropriately dispositioned in Page Up.

Submit the appropriate documentation.