

9. ____ Submit documents of the candidate to the dean to approve for hiring; the dean takes action in consultation with the Provost. (The dean and the Provost will review the final recommendation.)
10. ____ If a faculty member is hired at the Associate Professor or Professor level, written Provost & Executive VP approval is required. An appointment with tenure requires written approval by the Provost & Executive, President, and Board of Trustees.
11. ____ If the Dean is considering hiring a new faculty member at a higher salary than will be paid to any current faculty member in that department at the same or higher rank at the time the new faculty member commences his/her employment, then prior to making the offer, the Dean will meet with the Department Chair and department tenure-track faculty to discuss the proposed salary offer and reasons.
12. ____ The Dean will make an offer to the candidate.
13. ____ When the offer is accepted, the W-4 and I-9 forms must be completed by the faculty member.
14. ____ After the offer is accepted, send completed and signed Faculty Selection form to DAAE, resumes of all finalists, females and/or minorities. DAAE will send this material to Human Resources.
15. ____ The Dean forwards a copy of the letter, W-4, and I-9 forms to BSC for processing.

Note: This process does not preclude the Provost from waiving any of the 15 steps to expedite appropriate hiring to advance diversity goals.

The offices of the Vice Provost and Chief Diversity Officer and the Director of Affirmative Action and Equity work in concert to advance the University's commitment to excellence through diversity while assisting search committees in achieving their departmental/unit's goals.

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