

Search Procedures for Full-Time Faculty Positions Hendrix College (revised August 2023)

This document includes a checklist and all procedures involved in filling a full-time tenure-track or term faculty position. The procedures follow the *Faculty Handbook* policies and provides detailed information that ensures we obtain a strong, diverse pool of candidates for any full-time faculty searches.

	Step 1: The department chair obtains permission to begin a search.
	Step 2: The Provost appoints the search committee.
	Step 3: The search committee chair submits advertising details to Academic Affairs and Human Resources
	Step 4: The search committee meets with the Provost to review search procedures.
	Step 5: The search committee reviews application materials.
	Step 6: The search committee recommends candidates for on-campus interviews to the Provost.
	Step 7: The search committee chair plans and conducts on-campus interviews.
	Step 8: The search committee sends the committee's recommendations to CoF.
	Step 9: The chair of the search committee makes arrangements to close the search.