

## SEARCH PROCEDURES FOR FULL-TIME FACULTY POSITIONS HENDRIX COLLEGE 2022-2023

This document provides the procedures used to fill a full-time tenure-track or term faculty position. The checklist below outlines the search process and will help you track the progress of your search. The pages that follow this checklist provide more detailed information about the search process, as well as supplemental policies and procedures for ensuring that we obtain a strong, diverse pool of candidates.

	Obtain permission to search ( <i>see Step 1</i> ).
	Form search committee, including outside members when needed ( <i>see Step 2</i> ).
	Search committee chair submits materials to Academic Affairs and Human Resources ( <i>see Step 3</i> ).
	Search committee meets with Provost and HR to review search procedures ( <i>see Step 4</i> ).
	Search committee reviews application materials ( <i>see Step 5</i> ).
	Search committee recommends to the Provost candidates for on-campus interviews ( <i>see Step 6</i> ). NOTE: References should be contacted before submitting recommendations.
	Search committee chair makes plans for on-campus interviews ( <i>see Step 7</i> ).
	Search committee makes its hiring recommendation to CoF ( <i>see Step 8</i> ).
	Chair of search committee makes arrangements to archive search materials ( <i>see Step 9</i> ).