**Procedure for Filling Non-Tenure Track Positions within the College of Arts & Architecture**

Non-tenure track faculty positions being requested will normally be discussed by the dean and unit head. The following should accompany the discussion:

* Justification for the position (no more than 1-2 pages, including justification of rank).
* Include source of salary funds
* Include estimated startup cost
* Include courses to be taught
* List available office and/or lab space; provide details if renovations required.
* List of search committee members. Diversity and some representation outside the hiring department(s) is expected, with an odd number of members to avoid ties in any votes. A graduate student should be named to the search committee.

If the dean approves, next steps are as follows:

1. Unit head will create a position posting and send to College Human Resource Office ([AAHR@psu.edu](mailto:AAHR@psu.edu)) for review.
2. College Human Resource Office will return to unit head with finalized posting language.
3. Unit head will initiate the “Request to Post” in Worklion and submit to HRSS for posting in Penn State’s Electronic Job Management System for non-tenure track teaching positions. Non-tenure track research positions should be posted in a national advertising venue for a 30-day period. The department is responsible for any external advertising cost for faculty searches.
4. Search commences
5. After final interviews are complete, the search committee will summarize faculty and other’s input, identify acceptable candidates, and outline strengths and weaknesses of candidates interviewed. Search committee submits this information to unit head. The search committee should indicate whether a candidate is acceptable or not acceptable for the position advertised.
6. The unit head will make a hiring recommendation to the dean.
7. The dean will inform the unit head and the Human Resource strategic Partner of his/her final decision re: hiring.
8. The HRSP will develop and provide to the unit head, financial officer, and the dean a salary range w/details for their consideration.
9. Once a salary is agreed upon and the financial officer has verified all funding, the hiring department will complete “Hire Full Time Employee” form in Worklion.
10. Penn State HR will send a letter of welcome to the selected candidate, copying the hiring manager and the HR consultant.
11. Penn State HR will inform the hiring manager when the candidate is able to begin work. Please keep in mind, the actual start date is contingent upon the completion of the required background checks. Additionally, for research non-tenure track positions, delays may occur until all visa requirements are processed (if necessary).
12. The unit head will notify the following College units of the candidates start date: AAIT, HR Consultant, and Associate Dean of Research, Associate Dean for Graduate Education, Director of Communications, and the Dean’s executive assistant.
13. HR will prepare a welcome letter for the dean to sign.

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