**Procedure for Filling Tenure Track Positions in the College of Arts & Architecture**

**Please review the** [**AA Guidelines for Faculty Searches**](https://sites.psu.edu/aainternal/files/2019/11/19.2.5_final_aa_search_guidelines.pdf)

1. College funded faculty positions 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).
  1. Included in the request should be:
     1. Anticipated salary (Human Resource Strategic Partner (HRSP) can assist you here) and source of salary funds (supply email showing financial officer (FO) approval of source funds)
     2. Anticipated start-up costs
     3. Courses to be taught
     4. List available office and/or lab space; provide details if renovations required (consult with College facilities director)
     5. List of search committee members. Diversity and, in some cases, representation outside the hiring department(s), is expected, with an odd number of members to avoid ties in any votes. A student should be included on the search committee.

1. If dean approves moving forward, unit head will create a position posting and send to HRSP for review.
2. Provide the national advertising venue(s)
3. A word of caution - preferences in qualifications are considered to be requirements if international candidate selected
4. HRSP will seek dean’s final approval on posting. In addition, HRSP will verify again with FO salary funding is available.
5. HRSP will return to unit head finalized posting language. Unit head or their support staff will initiate the “Request to Post” in Worklion. This form is submitted to HRSS for them to advertise and post the position. The department is responsible for any external advertising cost for faculty searches.
6. Search commences.
7. Search committee will summarize faculty input, identify acceptable candidates, and outline strengths and weaknesses of candidates interviewed. Search committee chair, or designate from committee, will conduct reference checks. Search committee submits this information to unit head.
8. The unit head will made a recommendation to the dean based on this information. The unit head’s recommendation to the dean will include proposed rank and tenure status. The search committee feedback and reference feedback will be attached to unit head’s recommendation.
9. The dean will inform the unit head of his/her final decision.
10. Unit Head will provide to the HRSP all relevant information to develop a salary range for consideration.
11. Unit head should work with the FO to confirm funding availability for any start-up package.
12. HRSP will forward salary range w/details to unit head and dean for their consideration. FO to forward confirmation to unit head and dean for any start-up package.
13. Once a salary is agreed upon by unit head and dean, the HRSP will compose a draft offer letter for review.
14. Once school director and dean agree to the offer letter, HRSP will finalize and forward to the dean for signature.
15. If applicable, FO will complete Provost Faculty Recruitment Request spreadsheet. Dean will request Provost funding as appropriate.
16. After dean signs the final version, unit head will forward electronically the offer letter to candidate for signature.
17. Once candidate returns signed acceptance of the offer, the hiring department will complete the Hire-Full-Time Employee form in Worklion.
18. Penn State HR will send a letter of welcome to the selected candidate, copying the hiring manager and the HR consultant.
19. The unit head will notify the following College units of the candidates start date: AAIT, HR Consultant, and Associate Dean of Research, Director of Communications, and the Dean’s executive assistant.
20. Unit head will contact all candidates interviewed to inform them the position has been filled

May 15, 2019