

1. Authorization

Deans are asked to submit their search requests typically in late July and the provost authorizes the deans of the colleges to conduct searches for tenured or tenure-track faculty members typically in late summer. The deans authorize their colleges to conduct searches for full-time non-tenure track faculty members. For faculty searches associated with institutes, centers, and impact engines, faculty searches are authorized by the dean or provost. Interdisciplinary searches authorized across colleges, or across units within a single college, will be conducted by deans and/or unit heads in collaboration. The guidelines below apply to all faculty searches.

2. Search committee formation and charge

The search committee is constituted according to unit procedures with the approval of the responsible unit head and dean(s). Search committees for interdisciplinary positions must include at least one member from each of the involved units.

Units must make every effort to constitute diverse search committees that can bring breadth of perspective as well as depth of knowledge to the recruitment and evaluation of faculty candidates. For interdisciplinary searches, the inclusion of faculty from the secondary unit will enhance the effectiveness of a search committee.

The search committee is charged by the dean(s) and the unit head(s). The dean is responsible for informing the search committee of the fundamental parameters—rank, field, responsibilities—of the approved position and of the committee’s responsibilities under the University’s [Policy on Posting Positions](#), [Policy on Equal Opportunity](#), and affirmative action requirements. The dean may charge the search committee to attend workshops on best practices in faculty recruiting offered by the [STRIDE Committee](#) through the ADVANCE Office of Faculty Development and the Provost’s Faculty Diversity Recruitment and Retention Forums. The dean and the unit head will jointly discuss with the search committee the expected timetable of the search, the unit and college resources available to support the search, active recruitment plans for the search, and other procedural requirements and resources for conducting an effective search.

3. Position posting and recruitment plan

Faculty positions are posted electronically through Northeastern’s Workday system. The job requisition created in Workday includes the job description, the budgetary information about the position, campus location, the names of the search committee chair and members, and the recruitment plan for the position. HR automatically dispatches all postings to a number of advertisers, including [AsiansInHigherEd.com](#), [BlacksInHigherEd.com](#), [DisabledInHigherEd.com](#), [HispanicsInHigherEd.com](#), [LGBTInHigherEd.com](#), [VeteransInHigherEd.com](#), [The Chronicle of Higher Education](#), [ChronicleVitae](#), [HBCU Connect](#), [Higher Education Recruitment Consortium \(HERC\)](#), and [HigherEdJobs](#). Several other sites scrape all our jobs from our career site (e.g., [LinkedIn](#), [Indeed](#), and [Glassdoor](#)).

The recruitment plan for broadening the pool is created, planned, and implemented by the search committee. A strong recruitment plan will include information on outreach and dissemination to individuals as well as groups (e.g., professional caucuses, email lists) who will be invited to apply or to refer outstanding candidates. It will include the committee’s plans and resources available for identifying and inviting a diverse pool of candidates to apply for the position. It will itemize the committee’s plans for learning about and implementing best practices in recruiting for diversity and excellence.

The job requisition, including the recruitment plan, is forwarded within Workday for review at various levels including the Office of the General Counsel (for tenure and tenure-track postings only) and finally to the Vice Provost for Faculty Affairs (VPFA) for final authorization to post the position and launch the search.

4. Screening of candidates

The Workday system enables the following: candidates to submit their materials and provide confidential demographic information online; referees to submit letters online; search committees to review materials and share evaluations online; committee chairs to manage the pool and change the status of individual candidates online; associate deans and the VPFA to access information about the depth and diversity of candidate pools; and the presentation of an electronic record of the search committee's actions. HR Key Contacts in the colleges can assist search committees in using the full capacities of Workday.

5. Interview approval

Search committees must follow college procedures in obtaining approval from the dean's office to interview candidates, whether virtually or in-person on-campus visits. At the stage of inviting candidates to interview on campus, the dean's office will review the unit's recommended finalists in the Workday system; the ADFA's approval is then automatically forwarded by Workday to the VPFA for final sign-off on the campus interviewees.

The dean will consult with the Senior Vice Provost for Academic Affairs (SVPAA) about the present tenure status and viability of tenure for finalists who may be proposed for tenure-on-entry consideration.

6. Provost's meeting with candidates for tenure-on-entry

Please review the [Guidelines for Tenure-on-Entry Faculty Hires](#). The SVPAA or VPFA must meet with those finalists in faculty searches who are being considered for a position with tenure-on-entry. Deans' offices arrange appointments by forwarding the candidate's curriculum vitae with a [Provost Cover Sheet](#) to the Executive Assistant to the SVPAA. Because finalists must have the endorsement of the dean, search committee chairs may not forward candidates directly to the Provost's Office. In view of the time commitment for both the candidates and the Provost's Office, search committees should request meetings only with their finalists for a tenure-on-entry position. In most searches, this will be the top one to two candidates.

7. Recommendation to hire and approval of offer terms

When the finalist has been identified, the terms of the offer are developed in consultation between the unit head and the dean and, as necessary, the SVPAA. Search committees should not negotiate any elements of an offer with candidates. The finalist's credentials are verified, and the proposed hiring commitments and the draft offer letter are reviewed by the dean and the SVPAA before the finalized information is entered into Workday and the offer letter is extended to the candidate.

Recommendations to hire a candidate with tenure on entry should follow the [Guidelines for Tenure-on-Entry Faculty Hires](#).

8. Offer of employment

Following approval of the offer terms by the SVPAA, the candidate receives the letter via Workday. HR confirms the candidate's credentials and completes the reference check and background check.

The terms in the offer letter should not be revised. Under unusual circumstances (e.g., change in start date due to family emergency) the dean should consult with the SVPAA.

9. Bringing the search to closure

The search is complete when the candidate returns the signed offer of employment. The dean's office notifies the SVPAA promptly of the candidate's acceptance. The dossier for faculty candidates entering with the expectation of tenure is developed according to the guidelines in the [Model Tenure Dossier](#). Unsuccessful candidates should be notified by the search committee chair or unit head that the search has been concluded and thanked for their interest.