



**ACADEMIC AFFAIRS  
UNIVERSITY OF NORTHERN COLORADO**

UNIVERSITY OF  
NORTHERN  
COLORADO

*The basic process for hiring in Academic Affairs is outlined below. The College or Library Dean is the hiring authority. The hiring authority retains the right to consider all applicants. The hiring authority also may add to the list as appropriate.*

**Any task not completed by the screening or search committee must be completed by the hiring authority.**

Position # \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ Hiring Authority: \_\_\_\_\_

**COMMITTEE CHARGE** --*The hiring authority has determined the role of the committee as described below.*

**Diversity pool validation:** For all searches, the hiring authority and the AAEO shall review the pool of candidates to verify the diversity of the pool. If there are not enough applicants and/or no protected classes or otherwise no evidence of sufficient diversity in the pool, the dean (as hiring authority) and AAEO may choose to extend the application deadline to help diversify the candidate pool or, alternatively, the AAEO may certify that all applicants had an equitable and equal opportunity to apply for the position. When the pool is approved, the committee may then proceed with reviewing the pool.

**SCREENING CRITERIA**

Based on vacancy announcement and consultation with hiring authority, committee should determine minimum and preferred criteria used to review application. The hiring authority approves criteria.

**AFTER DEAN/AAEO VALIDATE THE POOL, APPLICATION REVIEW COMMENCES**

Once pool approved, review all applications against the criteria set. Target deadline by which we will review all applications: \_\_\_\_\_.

**COMMITTEE SCREENS POOL & SUBMITS SEMI-FINALIST POOL TO DEAN FOR APPROVAL**

After screening, narrow the 1<sup>st</sup> interview pool to approximately \_\_\_\_\_ candidates and provide list to the hiring authority for approval. Submit list by: \_\_\_\_\_

**INTERVIEW QUESTIONS & ITINERARY FOR CAMPUS VISITS**

Compile interview questions for 'Zoom' interview & final interview. Compile list of meetings to include in campus visit itinerary. Submit to hiring authority (dean) for approval.

**ZOOM INTERVIEW**

Conduct semi-finalist interviews.



**FINALIST SLATE APPROVED  
BY HIRING AUTHORITY**

Review and narrow the pool to approximately \_\_\_\_\_ candidates and provide a proposed finalist list to the hiring authority by: \_\_\_\_\_.

- Rank top \_\_\_\_\_ applicants
- List pros and cons
- List strengths and weaknesses

Additional information may be requested by the hiring authority.

**The committee chair and/or dean conducts reference checks on approved finalists.**

**Finalists invited to final interview.**

**FINALIST INTERVIEWS**

Contact finalists and schedule interviews.

The goal is to have interviews completed and appointment offer made and accepted by \_\_\_\_\_.

Interview candidate and provide feedback to hiring authority. Hiring authority makes the offer unless otherwise specified.

**NOTIFY OTHER CANDIDATES**

Once offer accepted, notify all candidates that search has concluded.

Work with HRS to ensure that language for notification is approved if there has not been an automated notification via People Admin.

Other comments from the hiring authority: