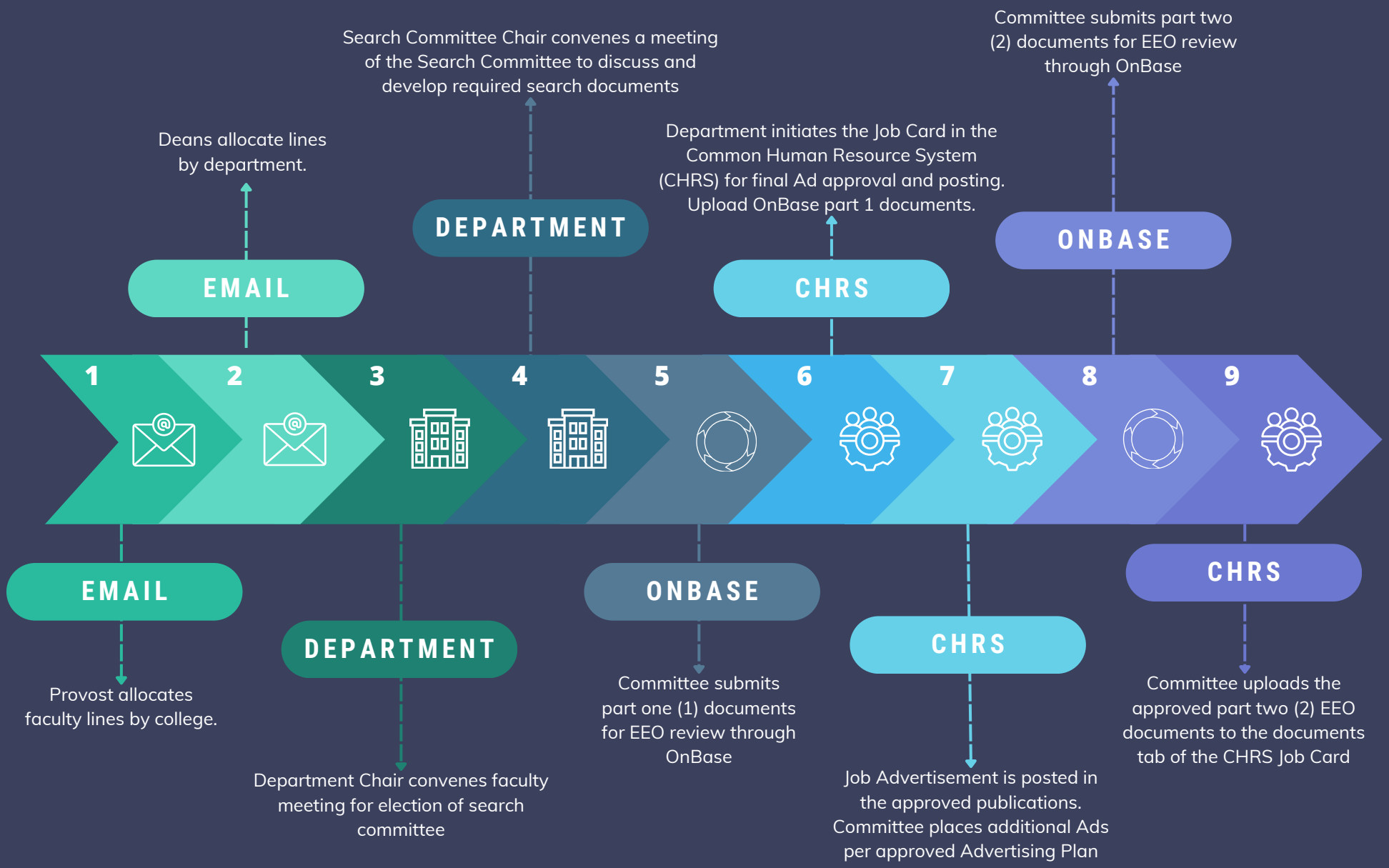
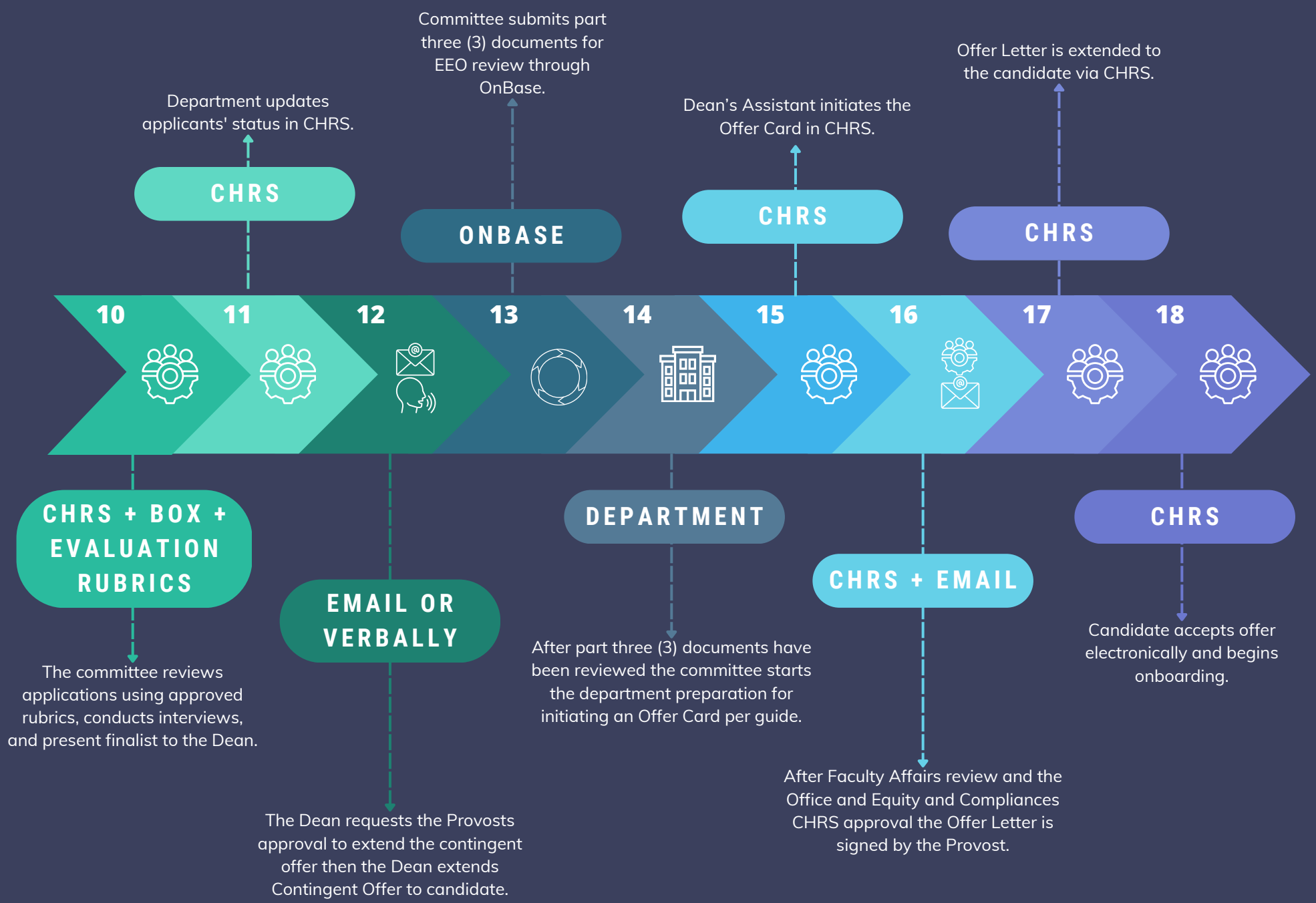
TENURE-TRACK AND FULL-TIME FACULTY RECRUITMENT FLOWCHART

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CHRS + BOX + EVALUATION RUBRICS
The committee reviews applications using approved rubrics, conducts interviews, and present finalist to the Dean.
CHRS
Department updates applicants' status in CHRS.
EMAIL OR VERBALLY
The Dean requests the Provosts approval to extend the contingent offer then the Dean extends Contingent Offer to candidate.
ONBASE
Committee submits part three (3) documents for EEO review through OnBase.
DEPARTMENT
After part three (3) documents have been reviewed the committee starts the department preparation for initiating an Offer Card per guide.
CHRS
Dean's Assistant initiates the Offer Card in CHRS.
CHRS + EMAIL
After Faculty Affairs review and the Office and Equity and Compliances CHRS approval the Offer Letter is signed by the Provost.
CHRS
Offer Letter is extended to the candidate via CHRS.
CHRS
Candidate accepts offer electronically and begins onboarding.