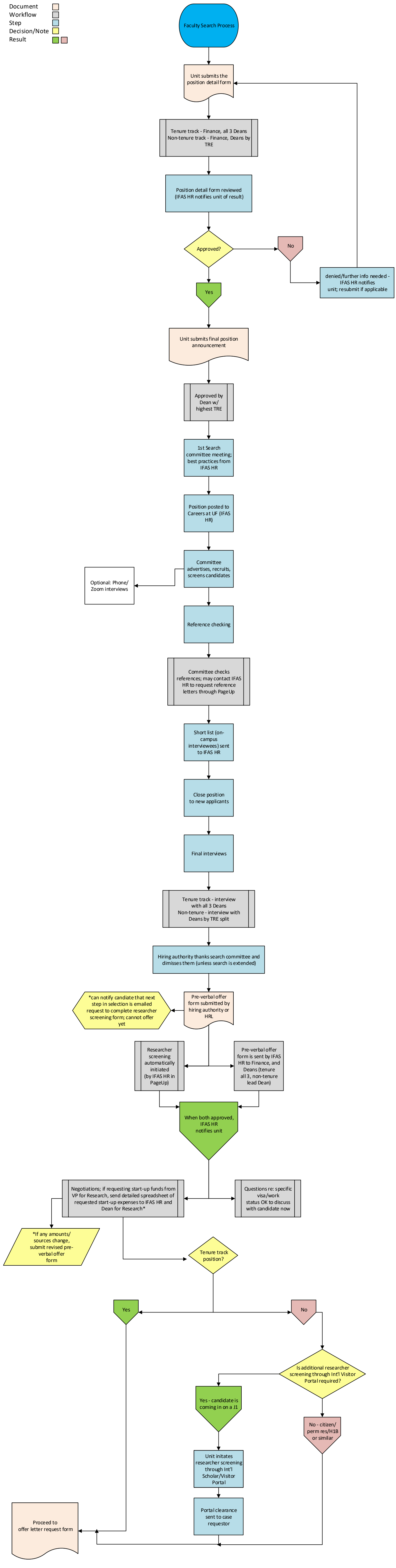
Document
Workflow
Step
Decision/Note
Result
Faculty Search Process
Unit submits the position detail form
Tenure track - Finance, all 3 Deans
Non-tenure track - Finance, Deans by TRE
Position detail form reviewed (IFAS HR notifies unit of result)
Approved?
No
denied/further info needed - IFAS HR notifies unit; resubmit if applicable
Yes
Unit submits final position announcement
Approved by Dean w/ highest TRE
1st Search committee meeting; best practices from IFAS HR
Position posted to Careers at UF (IFAS HR)
Committee advertises, recruits, screens candidates
Optional: Phone/ Zoom interviews
Reference checking
Committee checks references; may contact IFAS HR to request reference letters through PageUp
Short list (on-campus interviewees) sent to IFAS HR
Close position to new applicants
Final interviews
Tenure track - interview with all 3 Deans
Non-tenure - interview with Deans by TRE split
Hiring authority thanks search committee and dimisses them (unless search is extended)
Pre-verbal offer form submitted by hiring authority or HRL
*can notify candiate that next step in selection is emailed request to complete researcher screening form; cannot offer yet
Researcher screening automatically initiated (by IFAS HR in PageUp)
Pre-verbal offer form is sent by IFAS HR to Finance, and Deans (tenure all 3, non-tenure lead Dean)
When both approved, IFAS HR notifies unit
Negotiations; if requesting start-up funds from VP for Research, send detailed spreadsheet of requested start-up expenses to IFAS HR and Dean for Research*
Questions re: specific visa/work status OK to discuss with candidate now
*If any amounts/ sources change, submit revised pre-verbal offer form
Tenure track position?
Yes
No
Is additional researcher screening through Int'l Visitor Portal required?
Yes - candidate is coming in on a J1
No - citizen/ perm res/H1B or similar
Unit initates researcher screening through Int'l Scholar/Visitor Portal
Portal clearance sent to case requestor
Proceed to offer letter request form