In your department, search committees rely on your guidance to navigate the policies and process to post a faculty position in Careers at UF. Below is a list of high level tasks that may require your attention when posting a faculty position.

Administrative Approval

- Review budget source for position
- Report to Hiring Authority findings of budget review
- Verify this is a new position or replacement
    - For new position, create a new position number
    - For replacement, use the current incumbent's position # unless you plan to update the position

Pre-Search

- Set-up search committee meeting rooms
- Verify Search Committee Chair completed the Faculty Search Tutorial
- Request information needed to post the position in UF job listing
    - Classification Title
    - Posting Title
    - Job Description
    - Salary
    - Minimum Requirements
    - Preferred Qualifications
    - Posting Start/End Dates
- Enter position in Careers at UF

During Search

- Set-up search committee meeting rooms
    - Advertise committee meetings in department's website
    - Advertise committee meetings in HR website
- Send search committee reminders for meetings
- Set-up screening meetings with candidates and search committee
- Assist in the planning for first round interview
- Print advertisements in outside sources (Chronicle, Inside Higher Ed, Insight into Diversity)

Interviews

- ☐ Set-up search committee meeting rooms for interviews
- ☐ Announce campus visits/talks in the appropriate departmental communication channels
  - o Advertise job talks in department's website
  - o Advertise job talks meetings in HR website
- ☐ Manage the logistics of on-campus interviews (flight tickets, hotel accommodations, transportation, interview meeting accommodations)

Offer

- ☐ Dispense candidates in the UF applicant system
- ☐ Begin paperwork for candidate hire
- ☐ Contact candidate for additional information, if needed

Post-Search

- ☐ Begin process for granting new hire access to UF systems
- ☐ Provide new faculty memeber information such as parking, campus map, community resources