Dean's office process:

For Tenure track positions: College Executive Associate Dean (Jean Robinson) sends to chairs in Summer of year of search (which is prior to year position starts), so July 2012 will authorize searches to take place during Academic/Fiscal year 2012-13, with a start date no sooner than August 1, 2013.

For postdoc appointments, lecturers, academic specialists: search and start date can be in same academic/fiscal year. These need to go through the eDoc Lite process, but unless paid on general fund account (10 account) we approve more or less automatically.


for help: email to: recruithelp-l@indiana.edu

Affirmative Action link: http://www.indiana.edu/~affirm/acsearch.shtml

eDoc Lite forms (what the College would like to see)

Vacancy Notices:
- RC: ARSC
- Note OAA number if search is carried over from previous year
- Department: please use FIS org code
- Account – please include – this is more important to us than position number. If it will be on a grant and the number hasn’t been assigned, you can use faculty member research account – we just need to know that if you expect to fund on general fund or not. If you have more than one position, specify area / rank
- Sal Grade: AC1 for Academic
- Include rank: either write out in Title field or use the rank codes. Rank codes available at: http://sos.uhrs.indiana.edu/Academic_Titles_and_Salary_Grade_Codes.htm

Waiver Request:
These are only done for special hires (endowed chairs, spousal, special opportunity) and requesting to bypass normal Vacancy/Advertising/interview process. If for tenured positions or positions on your general fund acct, this should be negotiated between dept chair and the deans office prior to issuing. Please fill out form as above: dept fis code, include SAL Grade & Rank... etc., and check the drop down list for Waiver Circumstance: endowed chairs, spousal(dual career opportunity), special opportunity, etc.

Interview Request:
- Complete and route BEFORE interview takes place!
- OAA number (from approved vacancy)
- Still include your org code, Sal Grade, Acct/Position #
- Follow guidelines for scheduling candidate interviews at:
- Dean’s office will reimburse departments for up to 2 candidate visits (three if approved for diversity); see limits/guidelines at http://college.indiana.edu/faculty/budget/policies/recruitreimbursement.shtml
Offer to Recommend Process:

- Chair negotiates with Dean and candidate an offer level.
- When Dean approves, Chair may send an informal offer (see template)
- Dept fills out Offer Request form and attaches chair letter
- OAA number (from approved vacancy or Waiver)
- Still include your org code, Sal Grade, Acct/Position #
  - Deans office drafts letter for dean and attaches to Offer Request and routes
  - VPFAA approves OTR
  - Dean’s office sends out by FedEx the official letter and OTR forms to be signed by candidate for acceptance
  - Forms returned to dean’s office by candidate
  - Dean’s office sends acceptance to the Dean’s budget office
    - Budget office creates /assigns a position number
    - Completes the add person edoc
    - When the add person is approved and Employee ID obtained, Budget office will send copies of acceptance paperwork to dept and VPFAA
  - Dept completes hire edoc
    - Budget office will set up Research Account

Search Status Document:

- Complete if offer accepted or declined!
- OAA number (from approved vacancy or Waiver)
- Still include your org code, Sal Grade, Acct/Position #
- If offer accepted, status of search: Search will be closed permanently
- If offer declined select appropriate “status of search” should be closed permanently unless dean approves one of the following:
  - offer to another candidate
  - Other candidates will be interviewed
  - Position will be re-evaluated with new search at a later date...