

Checklist for conducting a FACULTY search at
The UT Space Institute

- **Step 1**—UTSI Executive Director submits an initial request to the Office of Dr. Paul Frymier, College of Engineering Administration, to obtain approval of the Office of the Provost and Office of the Dean.
- **Step 2**—Following approval of Step 1, form a Search Committee, check status of STRIDE training for each committee member (HR can help), and develop a Job Description for the pending job vacancy. (UTK Office of Equal Opportunity and Accessibility will advise the committee prior to Step 3).
- **Step 3**—UTSI faculty search administrative staff submits the [Request to Post Position](#) form and adds information to Interfolio for approval (form will route thru the system to everyone that needs to approve).
- **Step 4**—Once “request to post position” form is approved and added to Interfolio, begin advertising position/recruiting applicants. Various publications (UTSI HR can help) should be selected by search committee for advertising and individual contacts targeting potential applicants should be made.
Equal Employment (EEO) information will be requested by Interfolio during this process
- **Step 5**—UTSI Faculty administrative staff will send an “acknowledgment of receipt” notice to all persons that apply.
- **Step 6**—UTSI HR screens applications for minimum educational requirements. Those meeting this requirement will be forwarded to the Search Committee for further review.
- **Step 7**—Prior to conducting initial screening interviews, the search committee chair submits [Pool Approval](#) form outside of Interfolio, to department head and dean for approval. To support this process, the UTSI faculty administrative staff can request the **EEO Self-Identification Report** information from Interfolio. Once “pool approval” has been approved, this information is submitted to the UTSI Faculty administrative staff for entering into the Interfolio record.
***NOTE: If a search pool has to be amended after it is submitted/approved, the search chair must complete and sign a ["Request to Amend the Primary Pool Form"](#) Form can be submitted by administrative staff once received from search chair. Strengths and weaknesses for each additional candidate must also be added to the form.
- **Step 8**—Once the approved “Pool Approval form” has been submitted by the search committee chair to the UTSI Faculty administrative staff to be added to the Interfolio record, then the [Request to Schedule Campus Interviews](#) must be filed by the UTSI Faculty administrative staff and added to the Interfolio record.
- **Step 9**—Once the “Request to schedule Campus Interviews” has been approved and added to the Interfolio record, begin conducting joint On-Campus UTSI and UTK/TCE Interviews. Business Managers for UTSI/UTK/TCE departments will handle the logistics for on campus interviews.
- **Step 10**—Following interviews, search committee and chair deliberate on applicants and prepare dispositions for submission for the Interfolio record. UTSI Executive Director makes final recommendations about selection(s).
- **Step 11**—Prior to requesting a faculty appointment from Faculty Affairs, the UTSI Faculty administrative staff must verify that all records related to the search have been added to the Interfolio record and then complete the “Position Close” action.
- **Step 12**—Once the position is closed in Interfolio, following directives from the search committee chair and UTSI Executive Director, the UTSI Faculty administrative staff will submit a **“Recommendation for Faculty Appointment”** (RFA) to UTK Faculty Affairs.
- **Step 13**—Close the Search file.
- **Step 14**—UTSI Executive Director instructs for the “unofficial” employment offer letter(s) for selected candidate(s) to be prepared and released. The official offer letter comes from the Office of the Provost.