



Office of Human Resources | West Chester University
201 Carter Drive, Suite 100 | West Chester, PA 19383 | 610-436-2800 | fax: 610-436-3464 | www.wcupa.edu

Tenure Track and Temporary Faculty Search Interview and Offer Authorization Process

A. Purpose:

To clarify the protocol regarding the authorization of interviews and offers. The procedure outlined in this document addresses the process by which the Search Chair communicates with the Dean and Human Resources specifically about interviews and offer recommendation(s). This applies to Tenure Track and Temporary faculty searches.

B. Definitions:

The words and terms as used in the document shall have the following meaning:

- **Search Chair:** This person is empowered by the Dean or their designee to lead the search process. This includes the creation of the requisition & associated documents, documentation of the search process – completion of matrices and any intradepartmental notation(s), handle interviews, keep the Dean abreast of proceedings, and work directly with HR on the search.
- **Search Committee Member:** This person is part of the search committee established by the Dean or their designee to conduct a search. The search committee's primary responsibility is to identify finalist(s) that can be recommended to the Dean for the purpose of filling a vacancy.
- **Hiring Manager:** The person responsible for making the decision/choice of finalist to fill a vacancy. The Dean or their designee is the hiring manager.
- **NeoEd** – This is the applicant tracking system used by the University to run searches.

C. Procedure:

Tenure Track Faculty Search

Application Review and Screening Phase

After the review and screening of applications, the search committee will:

1. Complete the Application Review and Screening Matrix documenting all the applicants sent to the search committee via NeoEd.
2. Meet with the Dean to discuss the evaluations highlighting –
 - Applicants HR to approve for Zoom/Phone interview,
 - Applicants that meet the minimum qualification but to be held in reserve (alternates), and
 - Applicants that do not meet minimum qualifications.

The Dean will approve the evaluations.

3. The Search Committee Chair will provide HR the completed Application Review and Screening Matrix. HR will approve and authorize the next phase i.e., Zoom Interview phase. HR will also contact the eliminated applicants.

Interview | Zoom Interview Phase

After completing the interviews, the search committee will:

1. Complete the Zoom Interview Matrix documenting all the applicants (candidates) authorized by HR for interview. Note: Inquiries regarding salary should be directed to the Dean.
2. Meet with the Dean to discuss and approve the evaluations highlighting –
 - Candidates HR to authorize for in-person On-Campus interview,
 - Candidates to be held in reserve, and
 - Candidate that will be eliminated from the search. If any, provide reasons for non-selection.

The Dean will approve the evaluations.

3. The Search Committee Chair will provide HR the completed Zoom Interview Matrix. HR will approve and authorize the next phase i.e., On-Campus Interview phase. HR will also contact the eliminated candidates.

Interview | On-Campus Interview Phase

After completing the interview process, the search committee will:

1. Complete the On-Campus Interview Matrix documenting the candidates authorized by HR for On-Campus Interview. Note: Inquiries regarding salary should be directed to the Dean.
2. Work with the Department Chair to conduct the department faculty vote in accordance with department procedures and the [APSCUF cba](#).
3. Meet with the Dean providing the results of the department faculty vote and to discuss the matrix evaluations highlighting:
 - The committee's recommendation(s), and
 - Candidates that should be eliminated from the search.
4. The Search Chair provides DEAN the completed On-Campus Interview Matrix evaluation highlighting:
 - The committee overview of the candidates in addition to the matrix.

The Dean will approve the evaluations, make finalist choice(s), and provide HR the completed On-Campus Interview Matrix evaluation highlighting:

- Dean's choice
- Finalists to be eliminated from the search. If any, provide reasons for non-selection.

Offer

HR will review, approve, and authorize offer. The authorization message will be addressed to the Dean, Search Chair, Provost, and other relevant HR persons. As the Hiring Manager, the Dean or their designee is authorized to make the offer.

Temporary Faculty Search

Application Review and Screening Phase

After the review and screening of applications, the search committee will:

1. Complete the Application Review and Screening Matrix documenting all the applicants sent to the search committee via NeoEd. Note: Inquiries regarding salary should be directed to the Dean.
2. Meet with the Dean to discuss the evaluations highlighting –
 - Applicants HR to approve for Zoom/Phone interview,
 - Applicants that meet the minimum qualification but to be held in reserve (alternates), and
 - Applicants that do not meet minimum qualifications.
3. The Dean will approve the evaluations.
4. The Search Committee Chair will provide HR the completed Application Review and Screening Matrix. HR will approve and authorize the next phase i.e., Zoom Interview phase.

Interview | Zoom Interview Phase

After completing the interviews, the search committee will:

1. Complete the Zoom Interview Matrix documenting all the applicants (candidates) authorized by HR for interview.
2. Work with the Department Chair to conduct the department faculty vote in accordance with department procedures and the [APSCUF cba](#).
3. Meet with the Dean providing the results of department faculty vote and to discuss the matrix evaluations highlighting:
 - The committee's recommendation(s), and
 - Candidates that should be eliminated from the search.

The Search Chair provides DEAN the completed On-Campus Interview Matrix evaluation highlighting:

- The committee overview of the candidates in addition to the matrix.

The Dean will approve the evaluations, make finalist choice(s), and provide HR the completed On-Campus Interview Matrix evaluation highlighting:

- Dean's choice
- Finalists to be eliminated from the search. If any, provide reasons for non-selection.

Offer

HR will review, approve, and authorize offer. The authorization message will be addressed to the Dean, Search Chair, Provost, and other relevant HR persons. As the Hiring Manager, the Dean or their designee is authorized to make the offer.

D. Other helpful references:

- Tenure Track Faculty: <https://www.wcupa.edu/hr/faculty-tenure-track.aspx>
- Temporary Faculty: <https://www.wcupa.edu/hr/faculty-temporary.aspx>
- HR Trainings: <https://www.wcupa.edu/hr/training-performance-management.aspx>