Selecting and Hiring Full-Time Faculty in PA7

**SELECTION (Shortlisting Candidates)**

1. Applicants have applied to position
   - After position has been posted for 30 days, FRPR will "open" the applicant pool for Dept review.
2. Search Committee accesses PeopleAdmin (PA7), screens & ranks applicant pool and creates a short list of candidates.
3. CCAS Faculty Personnel Specialist (FPS) receives the short list of candidates that were identified in PA7.
4. CCAS FPS reviews candidates’ qualifications against position requirements.
5. Short list Approved?
   - N: CCAS FPS may seek advice from FRPR if needed.
   - Y: Dept Admin arranges travel and visit schedules and works with CCAS FPS to coordinate candidate interviews with assigned Deans.

**HIRING (Creating Hire Proposal)**

1. Finalist is selected
   - Dept Chair discusses the finalist and offer details with the Vice Dean.
   - After Vice Dean agrees on an offer, the Dept Chair extends informal offer to the finalist via email.
   - Dept Staff collects all required documentation needed for the hire proposal.
   - Dept initiates hire proposal in PA7 and submits to DEAN/LIB DIRECTOR for review.
   - Dean/FPS reviews hire proposal.
   - Approved?
     - N: Initiator makes adjustments and resubmits.
     - Y: Faculty Recruitment (FRPR) reviews hire proposal.
   - Approved?
     - N: Dept Staff updates the status of applicants not selected in PA7.
     - Y: The official appointment letter must be signed and returned by the finalist if the offer is accepted.

Notes:
1. Depending on the number of applicants, some departments choose to hold preliminary interviews (typically done over the phone or via Skype) as a way to narrow down the selection before identifying their short list candidates (3-4 candidates).
2. CCAS Faculty Personnel Specialist (FPS), cas_facaffairs@gwu.edu
3. Required documentation includes: 1) Employee hire or OIS form, 2) Dean/Chair agreement, 3) recommendation letters, 4) dated copies of online and printed announcements, and 5) visual ID memo.
4. See the New Faculty “Getting Started” Memo Template on the Columbia Finance website for next steps to onboarding new faculty.

FRPR website on Recruitment: https://facultyaffairs.gwu.edu/getting-started
For more information, please see the and Section 3 of the CCAS Staff Manual and Resource Guide.