

College of Agricultural and Life Sciences Faculty Search Process

Step	Description	Details	Contact Information
Step 1	Faculty Position Description AND Required Faculty Request Form	Submit a complete job description and faculty request form through the online PAF request system, https://www.cals.uidaho.edu/cas/pafLogin.aspx . Position Description requires the following sections, even if 0%: Teaching & Advising, Scholarship & Creative Activities, Outreach & Extension, University Service & Leadership.	cals-employee@uidaho.edu
Step 2	Enter Position into People Admin	Administrative Services will enter the approved position description into People Admin to obtain additional approvals to post the position.	cals-employee@uidaho.edu
Step 3	Create the Position Posting	After the "Approved PAF" status, Administrative Services will create the posting and advertise the position. Department is responsible for providing the interview questions, search committee information and all other items needed to post positions to Administrative Services.	cals-employee@uidaho.edu
Step 4	Screening Applicants	Search Committee will screen applications and determine candidates to move forward for interview. Completed screening forms for each candidate should be forwarded to Administrative Services. The list of candidates to interview should be identified through People Admin by the requesting unit. For Extension Educators, please add either Barbara Petty or Nav Ghimire to the search committee.	cals-employee@uidaho.edu
Step 5	Interviews	Once approval is granted, the committee can proceed with interviews.	
Step 6	Ranking the Candidates	Search committee will provide written summaries to the Department Head/Director of the strengths and weaknesses for each candidate interviewed using the Mandatory Strength and Weakness form.	
Step 7	Choosing Candidate	Department head/Director will select the individual to whom they wish to make an offer and request approval to move forward with an offer from Cathy Roheim. For Extension Educators, please copy Barbara Petty.	croheim@uidaho.edu cc: bpetty@uidaho.edu

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Step 8	Offer Negotiation	Department Head/Director will discuss with Cathy Roheim a proposed salary offer amount and start-up package details. Cathy will coordinate as appropriate with other Associate Deans and the Dean and provide authorization to move forward with the hiring approval process with the Provost's office. Please copy Barbara Petty for Extension Educators. Cathy will advise CALS Administrative Services to move forward with a hiring approval.	croheim@uidaho.edu cc: cals-employee@uidaho.edu bpetty@uidaho.edu
Step 9	Hiring Proposal	Administrative Services will enter the hiring proposal once the offer details are approved by Cathy Roheim and the Department Head/Director. Once Provost's office approves the hiring proposal and conveys an appropriate salary range for an offer, the offer amount will be communicated to the Department Head/Director, then a contingent offer can be made to the candidate. DO NOT MAKE AN OFFER WITHOUT APPROVAL FROM THE PROVOST OFFICE.	cals-employee@uidaho.edu
Step 10	Verbal Offer	Department Head/Director will make the conditional verbal offer and keep Cathy Roheim informed as to any needs for additional negotiations. Any negotiation of salary over what the Provost's Office approved needs to go back to CALS Administrative Services for submission and approval by the Provost's office. <i>(Conditional offer subject to criminal background check and final approval of all parties)</i>	croheim@uidaho.edu cc: cals-employee@uidaho.edu
Step 11	Candidate Accepts Offer - OR - Candidate Does Not Accept Offer and Negotiations Fail	Inform Cathy Roheim and Administrative Services that candidate has accepted conditional verbal offer. For Extension Educators, please copy Barbara Petty. - OR - Department Head/Director informs Cathy Roheim and Administrative Services that the offer was declined. Decision to go to next candidate is discussed and approved if applicable (Return to Step 7). Or, the decision is made to fail the search.	croheim@uidaho.edu cc: cals-employee@uidaho.edu bpetty@uidaho.edu

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Step	Description	Details	Contact Information
Step 12	Offer Letter	Administrative Services will draft the offer letter and provide the draft to both the Department Head/Director and Cathy Roheim for review and approval. Approved version of the draft will be returned to Administrative Services for final review and subsequent review by the Provost Office. Include Barbara Petty for Extension Educator offers.	cals-employee@uidaho.edu cc: bpetty@uidaho.edu
Step 13	Approved Offer Letter	Administrative Services will provide final, approved offer letter to Department Head/Director for distribution to the candidate.	cals-employee@uidaho.edu
Step 14	Returned Signed Offer Letter	Official Signed Offer Letter and attachments will be returned to Administrative Services for further processing. EPAF Request can then be submitted by the hiring unit.	cals-employee@uidaho.edu