

Appointment Process

Timeline

A - Preliminary Steps

Variable

- | | | |
|---|---|----------|
| 1 | Recruitment needs identified by Faculty and Chair | Variable |
| 2 | Ensure Provost Approval of Tenure Line (AHF) if not previously approved | 2-7 days |
| 3 | Dean's Office Ensures Funding | Variable |
| 4 | Position Approved, Posted (for minimum of 10 days) and Advertised | Variable |

B - Search and Selection Actions

Variable

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|---|---|----------|
| 1 | Balanced Search Committee established | Variable |
| 2 | OEO documentation submitted | Variable |
| 3 | Candidate applies on the WSU Online Hiring System - submits CV & References | Variable |
| 4 | Interviews Conducted, Search Committee Recommends Candidates to Chair | Variable |
| 5 | Finalist Selected for Appointment | Variable |

C - Department Actions

Variable

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|---|---|----------|
| 1 | Request from candidate Curriculum Vitae, 3 letters of recommendation, Board certification and licensure or transcripts if applicable and other documents specific for the department and position | 1-2 days |
| 2 | Requests Background Check | 1-2 Days |
| 3 | Administrator uploads necessary documents, and completes required forms in Smart Path (Appointment Summary, LOO, Agreement, etc) | Variable |
| 4 | Chair recommendation letter written and uploaded | Variable |
| 5 | Department Committee reviews and approves | Variable |
| 6 | Chair approves | Variable |
| 7 | Appointment packet automatically routed to OFA and BAO | 1-2 days |

D - OFA Actions and Reviews

~ 2-3 Weeks

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|----|---|---------------|
| 1 | Review Appointment Packet and LOO. Correct if necessary | 1-3 days |
| 2 | Route to Executive Committee | Up to 2 weeks |
| 3 | OFA approves Appointment Packet | 1-2 days |
| 4 | Business Office Reviews and Approves | 1-2 days |
| 5 | Vice Dean for Fiscal Affairs Reviews and Approves | 1-2 days |
| 6 | Dean Reviews and Approves Appointment | 1-2 days |
| 7 | If sub-delegated, Letter of Offer forwarded to Candidate | 1-2 days |
| 8 | If not sub-delegated, routed to the Office of the Provost for review and approval | 1-2 days |
| 9 | Letter of Offer forwarded to Candidate | 1-2 days |
| 10 | Candidate Returns Signed LOO | Variable |
| 11 | Onboarding begins | 1-2 days |

Appointment Process

Timeline

A - Preliminary Steps

Variable

- | | | |
|---|---|-----------------|
| 1 | Recruitment needs identified by Faculty and Chair | Variable |
| 2 | Ensure Provost Approval of Tenure Line (AHF) if not previously approved | 2-7 days |
| 3 | Dean's Office Ensures Funding for Start Up Packages and other expenses | Variable |
| 4 | Position Approved, Posted and Advertised | 10 days or more |

B - Search and Selection Actions

Variable

- | | | |
|---|---|----------|
| 1 | Balanced Search Committee established | Variable |
| 2 | OEO documentation submitted | Variable |
| 3 | Candidate applies on the WSU Online Hiring System - submits CV & References | Variable |
| 4 | Interviews Conducted, Search Committee Recommends Candidates to Chair | Variable |
| 5 | Finalist Selected for Appointment | Variable |

C - Department Actions

Variable

- | | | |
|---|---|----------|
| 1 | Request from candidate Curriculum Vitae, 3 letters of recommendation, Board certification and licensure or transcripts if applicable and other documents specific for the department and position | 1-2 days |
| 2 | Requests Background Check | 1-2 Days |
| 3 | Department initiates FRF and routes the form outside of Smart Path for Approval | Variable |
| 4 | Administrator uploads necessary documents, and completes required forms in Smart Path (Appointment Summary, LOO, Agreement, etc) | Variable |
| 5 | Chair recommendation letter written and uploaded | Variable |
| 5 | Department Committee reviews and approves | Variable |
| 6 | Chair approves | 1-2 days |
| 7 | Appointment packet automatically routed to OFA and BAO | 1-2 days |

D - OFA Actions and Reviews

~ 2-3 Weeks

- | | | |
|---|--|----------------|
| 1 | Review Appointment Packet and LOO. Correct if necessary | 1-3 days |
| 2 | Route to Executive Committee | Up to 2 weeks |
| 3 | OFA approves Appointment Packet | 1-2 days |
| 3 | Business Office Reviews and Approves - Uploads completed FRF (if applicable) | 1-2 days |
| 4 | Vice Dean for Fiscal Affairs Reviews and Approves | 1-2 days |
| 5 | Dean Reviews and Approves Appointment | 1-2 days |
| 6 | Routed to the Office of the Provost for review and approval | 5 days average |
| 7 | Letter of Offer forwarded to Candidate | 1-2 days |
| 8 | Candidate Returns Signed LOO | Variable |
| 9 | Onboarding begins | 1-2 days |