Faculty Search Process

There are 10 Basic Steps for conducting a faculty search at the University of Tennessee Health Science Center:

**Step 1** – Form a Search Committee and develop a Job Description

**Step 2** – *Create Requisition in Oracle* for approvals (i.e., Finance & Operations; OED)

**Step 3** – Advertise for and recruit applicants

**Step 4** – Acknowledge applications. *Send EEO Self-Identification Form*

**Step 5** – Screen and evaluate candidates

**Step 6** – Evaluate and select candidates for the Principal and Alternate Pools

**Step 7** – Prepare *Narrative Summary* form; submit for approval along with a letter or request to interview principal candidates that is *uploaded to SharePoint*.

**Step 8** – Invite candidates to interview; Conduct interviews

**Step 9** – Select Top Candidate(s); Prepare *Authorization to Hire in Oracle* for approval

**Step 10** – Make an offer of Employment

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