FACULTY RECRUITMENT and SEARCH PROCESSES
RARF Step 1

RARF Step 1 – Starting the Faculty Recruitment Process.
Refer to the Request for Approval to Recruit/Hire Faculty (RARF) form found on the SOM Finance SharePoint Site.

A. Prior to the Division, Department or Center beginning any faculty recruitment efforts, the related Department Chair or Center Director, will submit a complete RARF Step 1 packet to the SOM Dean for Finance for review and approval by both SOM Finance and the SOM Dean.

RARF Step 1 Checklist items to comprise a complete RARF Step 1 packet:

☐ RARF Form: Need justification and funding plan; See SOM Finance SharePoint site
☐ Position number from HCM budget module
☐ Original Attachment 1-Notification of Faculty Vacancy
☐ Pro Forma (Page 2 of RARF)

B. Prior to beginning any action to establish the posting of the open faculty position, the Department Administrator must receive notice of RARF Step 1 packet approval by EEO/AA.

RARF Step 1 – Approval: SOM Finance delivers complete RARF Step 1 packet to EEO/AA. Once approved by EEO/AA, that office notifies both HR and the Department/Center of origin that the recruitment can proceed.

RARF Step 1 – Disapproval: EEO/AA returns the complete RARF Step 1 packet to SOM Finance which returns the packet to the Department Administrator.

** SUCCESSFUL FACULTY SEARCH PROCESS OCCURS **