

## 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 Share-Point 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 \*\***