


CLUSTER HIRING PROCESS CHART		
	ACTIVITY	RESPONSIBLE PARTIES
	Nominate Steering Comm Members	Deans
	Evaluate Cluster Hiring Process	Steering Comm & Assoc Provost
	Select Committee Chairs	Deans, Steering Comm and Assoc Provost
	Send Chair Letter	Assoc Provost
	Share Chair Letter with Department Analyst	Committee Chair
	Select Committee Members	Steering Comm & Committee Chairs
	Approve Committee Members	Assoc Provost
	Attend Diversity Training	Committee Chair & AACO
	Chair Meetings with Associate Provost	Committee Chair & Assoc Provost
	Build Large Candidate Pool	Committee & Departments
	Send Committee Letters/Update Web	Special Assistant
	Develop Recruitment Plan	Committee
	Write Advertisement	Committee
	Upload Ad & Recruitment Plan to AP Recruit	Committee Chair & Department Analyst
	Update Ads on Web	Special Assistant
	Review Applications	Committee
	First Round Interviews	Committee
	Shortlist Candidates	Committee
	Consult Depts on Shortlisted Candidates	Committee Chair
	Confirm Space for Candidates	Committee Chair
	Approve Shortlist	Dept Chair, Dean, EAAA, VPAP, Assoc Provost
	Communicate/Consult on Campus Visit Schedule with Departments	Committee Chair
	Schedule Campus Visits	Committee Chair and Department Analyst
	Enter Campus Visit Information Here	Department Analyst
	Update Campus Visit Information on Web	Special Assistant
	Consult Depts on Final Candidates	Committee Chair
	Recommend Candidate(s) for Hiring	Committee
	Vote to Hire Candidate(s)	Home Department(s)
	Negotiate Offer	Department/Committee Chair?
	Approve Hire	Dean/Provost (depending on level)

Activities in **bold** are only for cluster searches. All other activities are part of both departmental and cluster searches. Some activities occur in both departmental and cluster searches, but include additional responsible parties. For those activities, the parties that are only included in cluster searches are listed in **bold**. This chart is for reference only and does not supersede any college, campus, or UC policies.