

Faculty Recruitment Schedule at CENG

2012/2013

Activity	Responsibility	Completion Date
1- Get Approval for Faculty Position(s)	Department Head/ Dean/ VP for Academics	Sept. 2012
2- Advertise for Position(s) (QU website, outside sources)	Dean's Office and HR	Sept./Oct. 2012
3- Screen Applications and Shortlist Candidates	Department Recruitment Committee	Dec. 2012
4- Hold Phone Interviews	Department Recruitment Committee	Dec. 2012/ Jan. 2013
5- On-Campus Interviews	Department Recruitment Committee	Jan./ Feb. 2013
6- Make Offers to Candidates	Department Recruitment Committee/ Dean/ HR	Feb./ March 2013