

**Office of the Provost
Faculty Search Checklist and Procedures**

I. Exemptions

This Faculty Search Checklist is intended to guide you in your search for tenure-earning and tenured faculty, instructors and lecturers, librarians, clinical faculty and faculty on multi-year appointments. Vacancies that are exempt from the People Admin recruitment process are:

- A. Positions funded from contracts and grants when the proposed employee is 1) specifically identified by name in the contract; or 2) the position is available because a contract or grant is terminated and re-established and the position has the same duties under the re-established contract or grant.
- B. Postdoctoral or other research positions where the prospective employee has special expertise and the appointment is for a limited time period.
- C. Positions to be filled by persons who have been laid off and who have recall rights.
- D. Positions of 0.5 or less FTE.
- E. Positions to be filled as visiting appointments if the appointment does not extend beyond one year.
- F. Positions to be filled on an acting, temporary, or emergency basis for one year or less.
- G. Adjunct positions.
- H. Positions to be filled in settlement of litigation, grievance or arbitration.
- I. Positions to be filled according to a university or college internal appointment process (i.e., interim appointments, Associate Deans, etc.).
- J. Positions in which posting and/or search committee is waived in accordance with FAU Personnel Policy (7.5).

II. Advertising and Posting

- A. Dean secures approval to recruit from the Office of the Provost
- B. Department Chair/School Director* secures approval to recruit from the Dean.
- C. At a department faculty meeting:
 - 1. Select a Search Committee* and Search Committee Chairperson*, assuring diverse representation. College/Department/School Bylaws should be followed, if applicable. If the Committee does not have diverse representation, the committee will not be approved by Equal Opportunity Programs (EOP).
- D. At a meeting of the department/school or the Search Committee:
 - 1. Agree upon a position description and job qualification requirements for the position. Develop a qualifications grid for applicant's qualifications to be documented for review.

2. Agree upon minimum qualifying criteria for posting – applicants not meeting the minimum requirements should be forwarded a closure email by posting initiator.*
3. The Search Committee Chairperson represents the Department/School as manager of the hiring process. The search committee will be used as a fact-finding and advisory group to assist the hiring authority in processing applications only. *See the following sample qualification grid:*
<http://www.fau.edu/provost/files/facultysearchmaterialsgrid.pdf>

Candidates Name	Degree Info	Teaching Exp	Research/ Creative Activity	Area of Specialization	Current Position	Other	Comments

- E. Advertising is the sole responsibility of the colleges. The University encourages advertising in publications that enhance diversity. For advertisements in outside publications please contact the following, as well as discipline-specific periodicals where appropriate:
 1. The Chronicle of Higher Education at <http://chronicle.com>
 2. Diverse Issues in Higher Education at <http://diverseeducation.com>
 3. The Hispanic Outlook in Higher Education at <http://www.hispanicoutlook.com>
 4. Women in Higher Education at <http://www.wihe.com>
 5. The Graystone Group (Recruitment Advertising) at <http://www.graystoneadv.com>
- F. All outside postings must include the following statements:
 1. FAU is an Equal Opportunity/Equal Access Institution.
 2. A background check will be required for the candidate selected for this position.
 3. For communication assistance call 711.
 4. All applicants must complete the Faculty, Administrative, Managerial & Professional Position Application form available on-line through the Office of Human Resources: <https://jobs.fau.edu> and apply for the currently posted position.
- G. Department/School Initiator prepares the faculty posting information electronically in People Admin and submits it to the Department Chair/School Director for approval. A “Guest User” (GU) account is created by the Initiator and he or she notifies the Search Committee of the GU number and password. To access go to <https://jobs.fau.edu/hr> Succession for approval of posting is as follows:
 1. Department Chair/School Director reviews, approves online content and submits to Dean’s office;
 2. Dean reviews, approves and submits to Associate Provost Office;
 3. Associate Provost reviews, approves and submits to EOP;
 4. EOP reviews, approves and Posts the position to FAU’s People Admin website;
- H. All employment applications are received through PeopleAdmin. Resumes, curriculum vitae, or other documents will not be considered if received outside the

People Admin applicant system. Applicants will receive a confirmation number when they complete the process successfully.

- I. If 'Qualifying Questions' were included in the posting, the Initiator must change the status of the applicants who do not survive those 'Qualifying Questions' for the position. (The process will eliminate the volume of closers later in the process).

III. Interview and Selection Process

- A. Search Committee Chairperson and Search Committee must review all other applicant materials according to the Qualification Grid. Return all Grids to the Committee Chairperson/Hiring Manager at the completion of discussions.
- B. Committee Chairperson/Hiring Manager advises EOP of candidates for interview through People Admin.
- C. Once the interview pool has been verified for diversity by EOP, the Search Committee Chairperson/Hiring Manager or designated assistant can change the status of applicants that do not meet the minimum requirements for the position and are not proceeding to the interview process. This will ensure these applicants are forwarded a closure email.
- D. Search Committee Chairperson and/or Department Chair/School Director arrange for campus visits of candidates, which may include:
 1. Colloquium with faculty
 2. Meetings with individual faculty
 3. Classroom teaching
 4. Meetings with constituent student/community groups
 5. Travel to appropriate campus sites
 6. Meetings with appropriate campus representatives
- E. The Department Chair/School Director and the Dean are advised of the preferred candidates.
- F. Department Chair/School Director notifies and enters into negotiations with selected candidate.

All Negotiated terms are subject to the approval of the Dean. Negotiations are also verbal and contingent upon the successful completion of a background check.

1. Background Check – See:
http://www.fau.edu/hr/Employment/bgcheck_0508.php#startcontent
Email EMPL@fau.edu to begin the background check process. Name and email address of applicant is required. The department must also include the index # to be charged for the background check.
2. Faculty Department Chair/Director requests candidate provide transcript. An unofficial copy is acceptable at this point in the process; an official transcript will be required prior to employment.
3. Chairperson/Director verifies employment of selected candidate, if applicable. The Verification of Employment Form for Faculty is available on the Provost's website.
4. Department Chair/School Director sends letter of recommendation, completed Initial Appointment Report for Tenure-Track Faculty or Faculty Being

Considered for Tenure upon Appointment, unofficial transcript, and candidate's vitae to the Dean.

5. The Dean sends an offer letter to the potential appointee with a copy to the Department Chair/School Director.
 - a. There are 13 model letters that have been developed to assist you in this process. The Associate Provost of Academic Personnel is always available to review offer letters, especially when they vary significantly from the model letters.
- G. When the potential appointee returns the letter, signifying his /her acceptance of the position, the signed original letter, signed Faculty Tenure Agreement, and official transcript, vitae, and Employment Verification Form (if applicable), go to the office of the Associate Provost of Academic Personnel for inclusion in the faculty members' personnel/credential file.
- H. If the potential appointee has immigration issues that need to be addressed prior to the beginning of employment, contact the College's representative who acts as liaison with the University's immigration law counsel.
- I. Copies of signed acceptance letters need to be distributed by the Dean's office to Human Resources, Processing and Records. The Department Chair or their designee must contact EOP by email to change status and update information in PeopleAdmin.
- J. Upon confirmation and acceptance of the position by the appointee, the Search Committee Chairperson ***must*** provide the Initiator with the list of interviewees and indicate why they were not selected for the position.
- K. The Initiator must log into People Admin to change all applicant statuses, indicate why they were not selected for the position. Notify EOP of change in status.
- L. Submit a Notice of Appointment form for new faculty members through the College Dean's Office, then to the Business Manager/Academic Affairs, University Budget Office, prior to the effective date of new employment.
- M. If arriving in the Fall, the new faculty member will be invited to New Faculty Orientation. All new faculty members must contact Human Resources **prior to the first day of their appointment** for information in regard to benefits.
- N. If the search does not end in the selection and acceptance of a suitable candidate for the position, the Search needs to be closed or extended within the People Admin system indicating the reason for closure or extension in the comments section, and the future of the position must be decided upon by the Dean. In closing the position, all applicant status changes must be entered into the system which will notify applicants by email of the disposition of the position.
- O. The State of Florida General Records Schedule requires employment application and selection records to be retained for four anniversary years after the personnel action. People Admin will store all information entered for the period required by law. In certain situations, especially when the new employee is not a U.S. citizen or green card holder, the hiring unit may want to retain originals of any job advertisements in outside publications that appeared in print.

Appendix

Search Committee Responsibilities

- Act as a fact-finding and advisory group to assist the hiring authority in processing applications only;
- Agree upon a position description and qualification requirements for the position;
- Agree upon minimum qualifying criteria for posting;
- Develop a qualifications grid for applicant's qualifications to be documented for review. Access the sample qualification grid online at:
<http://www.fau.edu/provost/files/facultysearchmaterialsgrid.pdf>
- Review applicant materials according to the '*Qualification Grid*' and return all Grids to the Committee Chairperson/Hiring Manager at the completion of discussions;

Initiator Responsibilities

- Prepares the posting information *electronically* in PeopleAdmin;
- Submits the posting to the Department Chair/School Director for approval;
- Creates a "Guest User" (GU) account in the system;
- Notifies the Search Committee and Search Committee Chairperson of the GU number and password;
- Change the status of applicant who do not survive the '*Qualifying Questions*' for the position;
- May be designated by the Search Committee Chairperson to change the status of all applicants not proceeding to the interview process;
- May be designated by the Department Chair to formally close the position either once a candidate has been selected or the search ends without the selection and/or acceptance of a suitable candidate for the position;
- May be designated by the Department Chair to contact EOP by email to change position status in People Admin to 'HIRED';

Search Committee (SC) Chairperson/Hiring Manager

- This person serves in a dual role: As SC Chairperson, he or she facilitates the search, interview, and selection process to ensure its progression; as Hiring Manager, he or she also manages the entire process to ensure its compliance with the University's policy and procedures and represents the department as the Hiring Manager. The SC Chairperson *may* or *may not* be the same person as the Department Chair/School Director;
- Agree upon a position description and qualification requirements for the position;
- Agree upon minimum qualifying criteria for posting;
- Ensure all required statements are included in the posting;
- Ensure that no resumes, curriculum vitae, or other documents are considered if received outside the People Admin applicant system;
- Develop a qualifications grid for applicant's qualifications to be documented for review. Access the sample qualification grid online at:
<http://www.fau.edu/provost/files/facultysearchmaterialsgrid.pdf>
- Assist with developing appropriate interview questions; (*All applicants MUST be asked a standard set of questions during the interview process*).

- Review applicant materials according to the 'Qualification Grid'
- Advise EOP of candidates for interview through People Admin.;
- Begin the interview process;
- SC Chairperson and/or Department Chair/School Director should arrange for campus visits of candidates;
- Notify Department Chair/School Director and the Dean of the preferred candidates;
- Upon confirmation and acceptance of the position by the appointee, provide the Initiator with the list of interviewees and indicate why they were not selected for the position

Department Chair Responsibilities

- This person *may* or *may not* be the Hiring Authority;
- Secure approval to recruit from the Dean;
- Select a **DIVERSE** Search Committee, in accordance with EOP guidelines and college/department/school by-laws where applicable.
- Agree upon a position description and qualification requirements for the position;
- Agree upon minimum qualifying criteria for posting;
- In People Admin review and approve the electronic posting forwarded from the Initiator and submit to the Dean's office;
- *May Select finalist(s) for interview;*
- Arrange for campus visits of candidates with the assistance of the SC Chairperson;
- Confer with Dean regarding selection of candidate and salary to be offered;
- Notify and enter into negotiations with selected candidate;
- Send letter of recommendation, completed Initial Appointment Report for Tenure-Track Faculty or Faculty Being Considered for Tenure upon Appointment, unofficial transcript, and candidate's vitae to the Dean;
- After the Dean's offer is accepted and the signed letter is returned by the candidate, the Department Chair may:
 - Discuss immigration and/or applicable work visa with the candidate;
 - Contact the College's representative who acts as liaison with the University's immigration law counsel if necessary;
 - Make sure background check process has been initiated and completed.
 - Notify Dean when the background screen is completed;
 - Contact EOP (Len Baker or Ed Rowe) by email or phone to change status to HIRED in People Admin.

EOP Responsibilities

- Approves Search Committee for diversity;
 - Review, approve and post the position to People Admin.;
 - Approve the interview pool for diversity;
 - Change the status of selected finalist to HIRED and designates positions as FILLED to finalize the search;
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