Office of the Provost

Faculty Search and Hiring Procedures

The Faculty Search and Hiring Procedures outlined in this document are intended to provide guidance in searches for tenure-earning, tenured, and non-tenure-track faculty. For more information pertaining to this document, please contact the Office of the Provost.

I. Exemptions

Vacancies that are exempt from the *Workday* recruitment process are:

1. Positions funded from contracts and grants when the proposed employee is:
   A. Specifically identified by name in the contract; or
   B. The position is available because a contract or grant is terminated and the position has the same duties under the re-established contract or grant.

2. Research positions where the prospective employee has special expertise and the appointment is for a limited time period.

   Please see the FAU Division of Research website for information on recommendations for faculty research appointments.

3. Positions to be filled by persons who have been laid off and have recall rights.

4. Positions of 0.5 or less FTE.

5. Positions to be filled as visiting appointments if the appointment is not expected to extend beyond one year.

6. Positions to be filled on an acting, temporary, or emergency basis for one year or less.

7. Adjunct positions.

8. Positions to be filled in settlement of litigation, grievance or arbitration.

9. Positions to be filled according to a university or college internal appointment process (i.e. acting or interim appointments; chair/director or associate dean, assistant/associate provost appointments).

10. Positions to be filled as partner accommodations for prospective employees.

Please submit an email with the waiver request including justification of the applicable scenario from the list above to the Associate Provost for Academic Personnel. The request will require subsequent approval from the Office of Civil Rights and Title IX (OCR9) and Human Resources.

II. Advertising and Posting

1. The dean secures approval to recruit from the Provost via the *Faculty Position Request Form* process in *Workday*.

2. The dean authorizes the department chair/school director to begin the recruitment process.

3. The department chair/school director initiates the selection of a search committee and search committee chairperson.

4. The department/school and the search committee determine position details:

   Agree upon a position description, job qualifications, credentialing requirements and minimum qualifying criteria for the position. These need to be reviewed and approved by the chair/director and the dean.

   In describing these job qualifications and position requirements, the best practice is to avoid doing so in narrow terms. **For example**:

   A. Use 'preferred' instead of 'required' and 'should' instead of 'must' to help broaden the pool of applicants without significantly altering the nature of the position.

   B. Make efforts, where appropriate, to define the position in the widest possible terms consistent with the department's needs.

   C. Make the advertisement welcoming to all candidates. Request the names and contact information for references rather than asking to submit written references. Also, wait to ask for transcripts until they are finalists.

   D. All job postings must include a statement that all applicants must complete an Employment Application available online through *FAU's Career Site*: www.fau.edu/jobs and apply for the currently posted position.

   E. All job postings must provide a statement about the degree required for this position. Only the selected applicant must provide official transcripts scanned into an electronic format prior to the date of hire. Degrees from outside the United States must be validated by an organization belonging to the National Association of Credential Evaluation Service (NACES), with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts).

5. Begin the recruitment process by logging into *Workday* and completing the *Create Position* process.

   If position already exists, the details may be edited through the *Edit Position Restriction* process. A new position need not be created, and you may proceed to creating the Job Requisition.

6. After the position is established or the edits (if required) are approved, complete the *Create Job Requisition* process in *Workday* and route for approvals. For more instructions and details on completing the Job Requisition process, please review the Provost's Office's *Faculty Recruitment Job Aid*.

    A. Use today's date as the recruiting start date and the projected future start date as the target hire date.

    B. For regular assignments, select Regular as the worker sub-type.

    C. For visiting assignments, select Regular End Date as the worker sub-type and enter an end date.

7. When the Job Requisition is approved, complete the Job Requisition Questionnaire that is in your *Workday* inbox. Make sure to identify the Recruiting Partner(s) and Search Committee members.

8. Once complete, hit submit and the Job Requisition will route for all necessary approvals.

9. The Academic Affairs Personnel Team will work with the College to post the position on *FAU's Career Site.*

    Requests for external advertising must be made directly to Graystone Group Advertising via email. (The University's contracts with online publications such as Inside Higher Education automatically retrieve all FAU faculty searches and publish in multiple journals and LinkedIn.) Requests should include:

    a. Requestor's contact information
    b. A copy of the advertisement. Language should match the job post exactly.
    c. The job requisition (REQ) number

    Once the request is made, the requestor should submit a purchase order requisition in *Workday*.

III. Conducting the Search

1. To be competitive in attracting a pool of excellent applicants, the search committee needs to search proactively and strategically. Developing a broad pool of qualified applicants is the responsibility of every committee member. The following strategies and best practices may help to attract a quality applicant pool:

    A. Engage in outreach to attract a broad range of applicants.

    B. Advertise in publications to attract applicants of various industry experience.

    C. Review departments with graduate student and postdoctoral populations from which to recruit.

D. Send professional societies the job posting for distribution.

E. Contact colleagues at other institutions to seek nominations of students nearing graduation or others interested in moving laterally, making sure to request candidates with broad educational and academic/professional experiences be included.

F. Proactively recruit persons with terminal degrees working at national laboratories and corporations.

G. Ensure that the criteria for evaluation of candidates do not preclude people with nontraditional career paths.

2. After the faculty position is posted, the members of the search committee can access the pool of candidates via the Recruiting Worklet in *Workday*. For access go to https://Workday.fau.edu. For questions regarding access, please contact the Academic Affairs Personnel Team at aapt@fau.edu.

3. All applicants must provide name and contact information for three references. Once the search committee has selected final candidates, the committee chairperson will contact references. As a professional courtesy, finalists will be notified prior to contacting references.

4. Search committee members should disclose any personal or professional relationships they have with candidates.

IV. Interview and Selection Process

1. Prior to conducting a search, the chair of the search committee should contact the Provost's Office to schedule training to familiarize committee members with aspects of best practices in hiring. Additional materials about interviewing may be reviewed prior to candidates being interviewed remotely and/or on campus.

2. Develop a qualifications grid for applicants' qualifications to be documented for review.

Candidate's Name	**Degree Info**	**Teaching Experience**	**Research/ Creative Activity**	**Area of Specialization**	**Current Position**	**Strengths and Weaknesses**

3. The search committee develops a set of interview questions for all candidates. Applicants should be asked to describe how they will remain current and knowledgeable about teaching and research areas.

4. Search committee chairperson and search committee members must review all applicant materials according to the qualifications grid appropriate for the position. A minimum of three candidates must be interviewed for each search, as required by Human Resources.

Search committee members should then return all grids to the search committee chairperson at the completion of discussion.

5. The search committee chairperson sends an unranked list of applicants recommended for remote interviews and/or campus visits to the chair/director and recruiting partner.

6. The chair/director and the dean select and approve candidates for campus visits.

7. The Recruiting Partner updates the applicant pool in *Workday* to reflect the status of active candidates to show:

    A. Remote Interview
    B. Phone Interview
    C. Campus Interview

8. The search committee chairperson and/or department chair/school director arrange for campus visits of candidates, which may include:

    A. Colloquium with faculty;
    B. Meetings with individual faculty;
    C. Classroom teaching;
    D. Meetings with constituent student/community groups;
    E. Travel to appropriate campus sites; and
    F. Meetings with appropriate campus representatives such as dean, chair/director, or other faculty members in their related areas of study.

9. The search committee chair submits a fact-finding report to the department chair/school director, with an assessment of strengths and weaknesses of each qualified candidate. Ranking candidates numerically or otherwise must be avoided. First, the practice can make the hiring decision more difficult when an individual who receives a lower ranking is selected by the hiring authority which may unnecessarily cause tension between the Chair/Director and the faculty. Second, the practice makes the institution vulnerable to lawsuits when a lower ranked person is selected and ranking information is later disclosed to either the new hire or the other applicants in the pool who were ranked higher.

10. The chair/director meets with the dean and discusses the committee report. The dean, as the hiring authority, selects a candidate considering the committee report, and may choose from any of the qualified candidates.

11. If not already completed, signify the selected candidate by updating their status to "Recommend for Hire".

12. Once notified by the chair or designee, the recruiting partner will submit the Hiring Review Request in *Workday* by accessing the candidate grid on the job requisition and selecting "Request Hiring Review" from the *Move Forward* options on the specific candidate.

    To submit the request, the recruiting partner must enter the proposed salary for the

selected candidate in the salary section. When both components are approved, the recruiting partner will receive a "To Do" in their *Workday* Inbox giving the approval to make a verbal offer contingent upon a background check.

An offer of employment may not be extended until approval of the hiring review has been received in *Workday*.

13. Upon approval of the dean, the department chair/school director enters into verbal negotiations with the selected candidate, contingent upon the successful completion of a background check. All negotiated terms are subject to the approval of the dean.

14. Upon verbal acceptance of the offer by the candidate:

    A. Notify the recruiting partner. The recruiting partner will update the offer status of the candidate in *Workday* via their inbox to reflect "verbal offer accepted". Recruitment Services will be notified via *Workday* and will determine the background check requirements. The recruiting partner will then receive the background check questionnaire in their *Workday* Inbox to complete. Once completed and submitted, Recruitment Services will complete the background check process. Once approved, the Recruiting Partner will be notified via their *Workday* Inbox. To check the status of the candidate, access the candidate grid via the job requisition or contact Recruitment Services Office at empl@fau.edu.

    B. If a background check is not required, the recruiting partner will be notified via their *Workday* Inbox to complete the hire process in *Workday*.

    C. The dean sends an offer letter and Faculty Tenure Timeline Form to the selected candidate, with a copy to the department chair/school director. If the letter deviates from the model letters provided by the Office of the Provost, a draft should be sent to the Associate Provost of Academic Personnel for approval prior to sharing with the candidate. Model offer letters are available on the SharePoint drive created for faculty searches and hiring.

15. Initiate the "Ready for Hire" process in Workday.
    Once initiated, the HR Partner for the recruitment will:

    A. For new hires/rehires:
        i. Review the information generated in the *Hire Employee* process in their inbox and attach the following documents to the *Hire* task before submitting. Make sure to select the appropriate category for each document.

Document	**Category**
Signed Offer Letter	*Offer Letter and Position Changes*
CV	*Faculty – CV/Resume Hire Process*
Statement of Credentials	*Faculty – Statement of Credentials*
Transcript/NACES	*Faculty – Transcript*
Tenure Timeline Form (if applicable)*	*Faculty – Tenure Information*
Verification of Employment	*Faculty – Employment Verification*
Deferred Pay Enrollment Form (if applicable)	*Faculty – Deferred Pay Enrollment Form*
Restrictive Covenant Agreement (College of Medicine only)	*Faculty – Restrictive Covenant Agreement – CoMedicine Only)*

*Tenure Credit and Tenure Upon Appointment

1. At the time of employment, the University President or designee may credit an employee with tenure-earning service from another institution of higher education, however, generally such credit shall be limited to not more than two years of tenure-earning service for an assistant professor.

2. Cases for Tenure Upon Appointment must be completed in Interfolio.

B. For current employees:
   i. Enter the "*Start Date"* and *"Reason"* for the move on the Change Job process generated in the *Workday* inbox.

   ii. Make sure to attach the signed offer letter, CV, Statement of Credentials, and if applicable, the Faculty Tenure Timeline Form to the *Change Job* process before submitting.

C. Before beginning employment, international applicants must work with the University's Director for Global Academic Services who acts as a liaison with the University's immigration law counsel.

D. New faculty members will attend either New Faculty Orientation, generally scheduled shortly before the beginning of the Fall semester, or a regularly scheduled Monday orientation through Canvas on their first day of employment.

E. If the search does not end in the selection and acceptance of a suitable candidate for the position, the search must be cancelled or extended within *Workday*. To cancel or extend a posting, send an email request to AAPT@fau.edu.

16. Once the candidate is hired, the search committee chair works with the recruiting partner to indicate the current status of the remaining active candidates in *Workday* that were not selected and the reason for the decision. Automatic notices will be sent to those applicants.

A. Employment application, posting documents, advertisements, and selection records are to be retained for seven anniversary years after the

personnel action. *Workday* 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 should retain original documents.

B. Colleges are asked to communicate with FAU's Office of Comparative Medicine early in the search process if there is an expectation that the new position will utilize animal models for research.