Appendices

College of Education
Faculty Search Procedures

October 2006
Appendix #1
College of Education Position Request

Form follows

Ask Rosie to send electronically
POSITION REQUEST FORM

This form is for all permanent COE position requests (State or Grant funded) and must be submitted to the Business Office prior to posting the position.

Position Type: Faculty ____ Staff ____ 9 mo ____ 12 mo____

Is this request for:
   Creating a New Position ____
   Filling a Vacant Position ____
   Reclassification of a Position ____
   Other ____ (Specify):

DEPARTMENT:  POSITION TITLE:

POSITION NUMBER:

SOURCE OF FUNDING:

STATE Account # or Grant Account #:

PROPOSED SALARY (without fringes): EFFECTIVE DATE:

JUSTIFICATION for POSITION:

FUNDING SOURCE:

SUBMITTED BY:

SEND TO:  COE Business Office, Room 186, NRN

REVIEWS BY:

Marcia Marwede, Business Manager  DATE

APPROVED BY:

Catherine Emihovich, Dean  DATE

(If you have any questions, please call the COE Business Office at 392-0726 x229 or x227)
## Appendix #2
Journal Publication Deadlines

### 2006-07
Journal Publication Deadlines

*(09/07/06)*

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Deadline to Journal</th>
<th>Deadline to Rosie Warner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Chronicle of Higher Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 29</td>
<td>September 18</td>
<td>September 15</td>
</tr>
<tr>
<td>October 6</td>
<td>September 25</td>
<td>September 23</td>
</tr>
<tr>
<td>October 13</td>
<td>October 2</td>
<td>September 29</td>
</tr>
<tr>
<td>October 20</td>
<td>October 9</td>
<td>October 6</td>
</tr>
<tr>
<td>October 27</td>
<td>October 16</td>
<td>October 13</td>
</tr>
<tr>
<td>November 3</td>
<td>October 23</td>
<td>October 20</td>
</tr>
<tr>
<td>November 10</td>
<td>October 30</td>
<td>October 27</td>
</tr>
<tr>
<td>November 17</td>
<td>November 6</td>
<td>November 3</td>
</tr>
<tr>
<td>November 24</td>
<td>November 13</td>
<td>November 10</td>
</tr>
<tr>
<td>December 1</td>
<td>November 17</td>
<td>November 15</td>
</tr>
<tr>
<td>December 8</td>
<td>November 27</td>
<td>November 24</td>
</tr>
<tr>
<td>December 15</td>
<td>December 4</td>
<td>December 1</td>
</tr>
<tr>
<td><strong>Hispanic Outlook in Higher Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 9</td>
<td>September 19</td>
<td>September 18</td>
</tr>
<tr>
<td>October 23</td>
<td>October 3</td>
<td>September 28</td>
</tr>
<tr>
<td>November 6</td>
<td>October 17</td>
<td>October 13</td>
</tr>
<tr>
<td>November 20</td>
<td>October 31</td>
<td>October 27</td>
</tr>
<tr>
<td>December 4</td>
<td>November 14</td>
<td>November 10</td>
</tr>
<tr>
<td>December 18</td>
<td>November 28</td>
<td>November 24</td>
</tr>
<tr>
<td><strong>Diverse Issues in Higher Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 5</td>
<td>September 14</td>
<td>September 12</td>
</tr>
<tr>
<td>October 19</td>
<td>September 28</td>
<td>September 27</td>
</tr>
<tr>
<td>November 2</td>
<td>October 12</td>
<td>October 10</td>
</tr>
<tr>
<td>November 16</td>
<td>October 26</td>
<td>October 24</td>
</tr>
<tr>
<td>November 30</td>
<td>November 9</td>
<td>November 7</td>
</tr>
<tr>
<td>December 14</td>
<td>November 21</td>
<td>November 17</td>
</tr>
<tr>
<td>December 28</td>
<td>December 7</td>
<td>December 5</td>
</tr>
</tbody>
</table>
Appendix #3
Search Committee Form

Form follows

Ask Rosie to send electronically
COLLEGE OF EDUCATION
SEARCH COMMITTEE FORM

Department or Unit: ______________________________

Proposed University Title: _______________ Position Number _________
(to be filled in by Business Office)

Appointment Type: ______ 9 mo ______ 12 mo

Anticipated Starting Date for Position _________

Application Deadline: _________

Search Committee Chair:

<table>
<thead>
<tr>
<th>Name (Last, First, MI)</th>
<th>UFID</th>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
</tbody>
</table>

Search Committee Chair’s campus address: ______________________________

Search Committee Chair’s campus phone and extension: ______________________________

Search Committee Chair’s email address: ______________________________

Search Committee Members

<table>
<thead>
<tr>
<th>Name (Last, First, MI)</th>
<th>UFID</th>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Male</td>
<td>□ Female</td>
</tr>
</tbody>
</table>

Have you requested a waiver for a national search? NO □ YES □ If yes, provide a copy of the request.

List all external publications in which advertisements will appear.

- Chronicle
- Hispanic Outlook
- Diverse Issues

Statement of Duties and Responsibilities:
2 Samples follow

Long version to be used for listserves, mailings, and COE home page

Send to the Holmes Network
Chair and Professor Position
Department of Educational Psychology
College of Education, University of Florida

The College of Education at the University of Florida offers nationally acclaimed professional preparation programs and, over the past 5 years, has been awarded grants and contracts totaling over $25 million. The College is organized into five departments that serve more than 1,800 graduate and undergraduate students. Its mission is to prepare exemplary practitioners and scholars, to generate knowledge that improves professional practice, and to collaborate with others to solve critical educational and human problems.

The Department of Educational Psychology offers exemplary programs and enjoys a record of exceptional research productivity. With a faculty of 20 tenure-line and non-tenure positions, the department offers master’s, specialist and doctoral degrees in three areas: Educational Psychology, School Psychology, and Research and Evaluation Methodology. A recent article in School Psychology Quarterly compared school psychology programs nation-wide and ranked UF in the top 10 in all areas related to faculty publications and productivity. Another survey rated our Research and Evaluation Methodology faculty among the ten most productive in North America as determined by publication rates in refereed journals. The department serves 110 graduate students and offers support courses to several undergraduate programs. For more information go to: http://www.coe.ufl.edu/EdPsych/index.html

Chair and Professor

The Department of Educational Psychology is seeking candidates for Department Chair and Professor beginning July 2006.

Responsibilities: Oversee the academic and administrative management of the Department of Educational Psychology as it strengthens its graduate programs and increases its funded research productivity. Contribute to the department’s teaching, research, advising efforts.

Position requirements include: 1) an earned doctorate in a related discipline, 2) credentials commensurate with professorial rank at a major university, 3) an active research program that includes external funding, 4) a record of effective teaching, 5) experience as a successful leader/administrator, and 6) effective organizational and communication skills. Experience leading collaborative research efforts is desired. Salary will be commensurate with the candidate’s qualifications.

Application Timeline: The search committee will begin reviewing applications on December 2, 2005 and will continue to receive applications until the position is filled.

Application Packets: Applicants should submit: 1) a letter addressing all position requirements and the candidate’s qualifications, 2) a full curriculum vitae including e-mail address, and 3) four letters of reference.

Apply to Rodman Webb, Chair Search Committee, Department of Educational Psychology, University of Florida, P.O. Box 117047, Gainesville, Florida 32611. (rwebb@coe.ufl.edu)
The University of Florida is an Equal Opportunity Institution. The selection process will be conducted in accordance with the provisions of Florida’s “Government in the Sunshine” and Public Records laws. Search Committee meetings and interviews will be open to the public, and all applications, resumes, and other documents related to the search will be available for public inspection.
The College of Education at the University of Florida (UF) offers nationally acclaimed professional preparation programs and, over the past 5 years, has been awarded grants and contracts totaling over $25 million. The College is organized into five departments that serve more than 1,800 graduate and undergraduate students. Its mission is to produce exemplary practitioners, to generate and disseminate knowledge about teaching and learning, and to collaborate with schools in solving critical educational problems.

The Department of Special Education has a long history of innovation in teacher education and research. It was recently ranked 11th among special education programs by US News & World Report. The Department currently has 23 faculty members in tenure-line and non-tenure line positions. Programs include unified teacher preparation and advanced graduate programs through the Ph.D. Special education faculty currently administer over 30 funded projects addressing personnel preparation, leadership development, and a wide range of research areas. For more information go to: http://www.coe.ufl.edu/Departments/SpecialEd/index.html

**Associate (advanced)/Full Professor, Special Education.** The Department of Special Education is seeking candidates for a tenure-track position at the advanced Associate or Professor level, preferably beginning in August, 2006.

*Responsibilities:* The position is a 9-month appointment with the potential for summer employment and involves teaching, research, and service.

*Eligibility Requirements:* Candidates must have a doctorate in special education or a closely related area, experience in university teaching, a record of obtaining grants to support scholarship and research, and evidence of high quality inquiry in special education. Preference will be given to candidates with expertise in the area of mild disabilities.

*Apply to:* Dr. Stephen W. Smith, Search Committee Chair, Department of Special Education, G315 Norman Hall, University of Florida, Gainesville, FL 32611.

*Deadline:* Applicants should send a letter of intent stating scholarship and research areas, teaching interests, a current vita, names and contact information for references, and samples of professional writing. The committee will begin reviewing applications after December 2, 2005, and will continue to accept and review applications until the position is filled.

The University of Florida is an Equal Opportunity Institution. The selection process will be conducted in accordance with the provisions of Florida’s “Government in the Sunshine” and Public Records laws. Search Committee meetings and interviews will be open to the public, and all applications, resumes, and other documents related to the search will be available for public inspection.
Appendix #5
Position Description-Short Version

3 Samples follow

To be used for: print ads: Chronicle, Hispanic Outlook, and Diversity
Assistant Professor, Reading/Literacy Education. Responsibilities: Engage in high-quality scholarship, teach graduate and undergraduate courses in secondary reading/literacy, foster collaborative initiatives with University and school-based faculties. Required: (a) Earned doctorate in reading education or related field, (b) strong background in diagnosis and remediation of reading difficulties as they relate to academic subject matter learning at the middle and high school levels, (c) successful teaching experiences in grades 6-12, (d) clearly articulated research agenda evidenced in quality publications and grant-related accomplishments, and (e) potential to enhance national visibility of the reading program. Apply to: Dr. Zhihui Fang, Box 117048, Gainesville, FL 32611-7048. Applicants should submit (1) a letter addressing qualifications and research and teaching interests, (2) current curriculum vitae, (3) three letters of reference, and (4) up to three reprints or preprints of scholarly publications no later than December 2, 2005.
Department of Counselor Education invites applications for an Associate/Assistant position in its CACREP-accredited programs, beginning August 2006.

Responsibilities: Teach, advise, and supervise students in master’s and doctoral programs; maintain a program of research and publication; acquire external funding; supervise doctoral research; and engage in professional outreach. Required: Earned doctorate in Counselor Education or a related field, evidence of external funding, commitment to diversity and social justice, and evidence of interdisciplinary collaboration. Desired: Experience as a counselor educator, eligible for Florida certification as a School Counselor or licensure as a Mental Health Counselor and/or Marriage and Family Therapist, preference given to graduates of CACREP-accredited programs.

Applicants should submit a letter of interest, current vita, three letters of recommendation, and two-page statement of the applicant’s teaching, research, and scholarly interests and experience working with diverse populations to: Dr. Ellen Amatea, Search Committee Chair, Box 117046, Gainesville, FL 32611-7046. Applications must be postmarked no later than Friday, December 2, 2005.

The University of Florida is an Equal Opportunity Institution and encourages applications from women, minorities, and individuals with disabilities. The selection and interview process will be conducted in accordance with the provisions of Florida’s “Government in the Sunshine” and Public Records laws.
Short Version for Department Chair
for College’s Chronicle Ad

The Department of Educational Psychology is seeking candidates for Department Chair and Professor beginning July 2006. The department offers exemplary programs and enjoys a record of exceptional research productivity. With a faculty of 20 tenure-line and non-tenure positions, the department offers master’s, specialist and doctoral degrees in three areas: Educational Psychology, School Psychology, and Research and Evaluation Methodology. Recent surveys comparing faculty publication rates rank department faculty among the most ten most productive in the nation. The department serves 110 graduate students and offers support courses to several undergraduate programs. For more information go to: http://www.coe.ufl.edu/EdPsych/index.html

Responsibilities: Oversee the academic and administrative management of the Department of Educational Psychology as it strengthens its graduate programs and increases its funded research productivity. Contribute to the department’s teaching, research, advising efforts.

Position requirements include: 1) an earned doctorate in a related discipline, 2) credentials commensurate with professorial rank at a major university, 3) an active research program that includes external funding, 4) a record of effective teaching, 5) experience as a successful leader/administrator, and 6) effective organizational and communication skills. Experience leading collaborative research efforts is desired. Salary will be commensurate with the candidate’s qualifications.

Application Timeline: The search committee will begin reviewing applications on December 2, 2005 and will continue to receive applications until the position is filled.

Application Packets: Applicants should submit: 1) a letter addressing all position requirements and the candidate’s qualifications, 2) a full curriculum vitae including e-mail address, and 3) four letters of reference.

Apply to Rodman Webb, Chair Search Committee, Department of Educational Psychology, University of Florida, P.O. Box 117047, Gainesville, Florida 32611. (rwebb@coe.ufl.edu)
Date

Name
Address

Dear Colleague:

The University of Florida College of Education is actively seeking to fill the position of **position**. A description of the position is enclosed and is posted on our website at www.coe.ufl.edu/positions. We are particularly interested in receiving nominations or applications from qualified female and/or minority applicants. The application deadline is **date**. We would appreciate it if you would post or share this position announcement with appropriate members of your faculty who might be interested in making nominations or submitting applications.

Thank you for your assistance.

Sincerely,

Name
Chair, Search Committee for **position**

Enclosure
Date

Name
Address

Dear

You have been nominated as a candidate for the position of ____________ in the College of Education at the University of Florida. The members of the Search Committee would be pleased to receive your application. A description of the position is attached along with a general description of the college and names of current faculty. Our college website is www.coe.ufl.edu.

Please feel free to contact me if you would like additional information. I look forward to hearing from you.

Sincerely,

Name
Chair, Search Committee

Attachments
Dear Colleague:

The University of Florida College of Education is actively seeking to fill the position of **position**. A description of the position is enclosed. The application deadline is **date**.

We would appreciate it if you would post or share this position announcement with appropriate members of your faculty who might be interested in making nominations or submitting applications. Our college website is [www.coe.ufl.edu](http://www.coe.ufl.edu).

Thank you for your assistance.

Sincerely,

Name

Chair, Search Committee for **position**

Enclosure
Dear Dr.   :

Thank you for your interest in our ______________ position. As you know, we begin reviewing applications on ______________. Because your application is complete and ready for review, we require no additional information at this time. However, I invite you to complete an Applicant Data Card (http://www.hr.ufl.edu/job/datacard.htm). Doing so is voluntary, but would assist the University in collecting demographic information about applicants for our position. Please be sure to refer to position requisition number _______ on the Applicant Data Card.

Please be advised that, in accordance with Florida Statutes, all search processes and related applicant records for position vacancies are open to the public.

Optional to Include if you like ---

The next correspondence you receive from me is likely to arrive after we make an initial cut and need to contact references. In the meantime, if you have any questions about the search, the _________ Department, or the University of Florida, please do not hesitate to ask. I encourage you to visit the College web site at www.education.ufl.edu, where, by following the “Departments” link, you may find more information about us.

Thanks again for your interest in our position.

Name
Chair, Search Committee
** SAMPLE **

** Agenda for ___________  **

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:45</td>
<td>Breakfast (______________, Chair, Search Committee)</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Search Committee (Room _____Norman)</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Meet with Department Chair</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>Meet with Associate Dean for Research (Room _____ Norman)</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>Meet with Faculty (Room _____Norman)</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Meet with Staff (Room _____Norman)</td>
</tr>
<tr>
<td>12:30-2:00</td>
<td>Lunch (______________)</td>
</tr>
<tr>
<td>2:00-3:30</td>
<td>Meet with Individual Faculty or other relevant faculty on campus</td>
</tr>
<tr>
<td>3:30-4:30</td>
<td>Meet with Graduate Students (Room _____Norman)</td>
</tr>
<tr>
<td>6:30</td>
<td>Dinner and Tour of Gainesville hosted by ______________</td>
</tr>
</tbody>
</table>

** Date, Day 2 **

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:15</td>
<td>Breakfast (______________)</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Open or Preparation Time</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>Colloquium/Faculty Coffee (Room _____Norman)</td>
</tr>
<tr>
<td>11:30-1:00</td>
<td>Lunch (______________)</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>[fill in as needed]</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>Meet with Dean</td>
</tr>
<tr>
<td>3:00-4:00</td>
<td>Meet with Search Committee (Room _____Norman)</td>
</tr>
</tbody>
</table>

** If a Department Chair or higher administrative position is be considered, a meeting with the Provost should be scheduled, if possible.  **
Feedback to Search Committee
For ______________________

Instructions:

On the basis of personal contact, biographical information provided, etc., you are invited to rate the candidate named below according to commonly recognized standards and your best professional judgment. Ratings will be kept confidential, summarized for use by the committee, and then destroyed.

The ratings should be in terms of overall appropriateness of this individual for the position of ________________________.

RATING: Use numerical scale 1 through 5 as follows:

5-outstanding
4-excellent
3-above average
2-acceptable
1-not recommended

__________________________________________________________

Candidates Name

Rating: ______________________

Comments: _____________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Return to: Committee Chair ______________
____Norman Hall
Appendix #12

Copy of College of Education Equity Compliance Reporting Form follows

Fill out the paper form and submit to the Business Office; they will enter the information for each search

[Form is from the People Soft system]
Date

Name
Address

Dear :  

Thank you for applying for the position of ______________. We have concluded our search and have hired ______________ [share name of person hired if you like, seems like good practice to do so]. Our department appreciated your interest in us by submitting your application. We had many qualified candidates and in the end could only hire one person. We do appreciate the time you took to apply and we hope you remain interested in the work of our department and college.

Sincerely,

Name
Chair, Search Committee