

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

REVIEWED 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)

2006-07
Journal Publication Deadlines
(09/07/06)

Issue Date	Deadline to Journal	Deadline to Rosie Warner
The Chronicle of Higher Education		
September 29	September 18	September 15
October 6	September 25	September 23
October 13	October 2	September 29
October 20	October 9	October 6
October 27	October 16	October 13
November 3	October 23	October 20
November 10	October 30	October 27
November 17	November 6	November 3
November 24	November 13	November 10
December 1	November 17	November 15
December 8	November 27	November 24
December 15	December 4	December 1
Hispanic Outlook in Higher Education		
October 9	September 19	September 18
October 23	October 3	September 28
November 6	October 17	October 13
November 20	October 31	October 27
December 4	November 14	November 10
December 18	November 28	November 24
Diverse Issues in Higher Education		
October 5	September 14	September 12
October 19	September 28	September 27
November 2	October 12	October 10
November 16	October 26	October 24
November 30	November 9	November 7
December 14	November 21	November 17
December 28	December 7	December 5

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:

Name (Last, First, MI)	UFID	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race

Search Committee Chair's campus address: _____

Search Committee Chair's campus phone and extension: _____

Search Committee Chair's email address: _____

Search Committee Members

Name (Last, First, MI)	UFID	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

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:

Appendix #4
Position Description-Long Version

2 Samples follow

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

Send to the Holmes Network

Long Version of Ad--Chair

Chair and Professor Position

Department of Educational Psychology
College of Education, University of Florida



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

Long Version of Ad



UNIVERSITY OF
FLORIDA

College of Education

Faculty Position—Associate (advanced)/Full Professor

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

Short Version of Print Ad

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**.

Short Ad--Print

Counselor Education Department University of Florida

Position Vacancy Notice

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)

Appendix #6
Search Committee Chair
Female/Minority Applicant Letter

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

Appendix #7
Search Committee Chair
Nomination Letter

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

Appendix #8
Search Committee Chair
General Request for Applications

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. 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.

Thank you for your assistance.

Sincerely,

Name
Chair, Search Committee for **position**

Enclosure

Appendix #9
Search Committee Chair
Acknowledgement Letter

Date

Name
Address

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 _____ **Committee Host** _____

Date, Day 1

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

Date, Day 2

8:30-9:15	Breakfast (_____)
9:30-10:00	Open or Preparation Time
10:00-11:30	Colloquium/Faculty Coffee (Room ____Norman)
11:30-1:00	Lunch (_____)
1:00-2:00	[fill in as needed]
2:00-3:00	Meet with Dean
3:00-4:00	Meet with Search Committee (Room ____Norman)

**** 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

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]

Appendix #13
Search Committee Chair
Position Filled Letter

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

