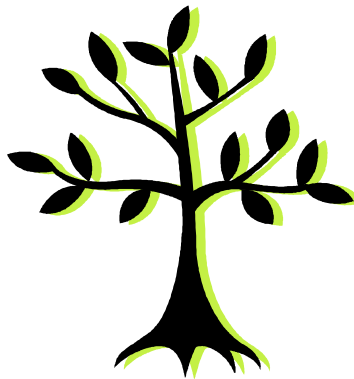


UNIVERSITY OF FLORIDA
COLLEGE OF EDUCATION

**FACULTY SEARCH
PROCEDURES**



October 2006

Table of Contents

Summary of Responsibilities	3
Initiating the Search	4
Selection of Interview Candidates	7
Campus Interviews	7
The Selection Process	8
Concluding the Process	9

Supporting Materials

- Appendices of Sample Letters and Forms (1-13)
- Interview Resource Materials

Summary of Responsibilities

There are specific responsibilities for the Department Chair and Search Committee Chair in conducting a search.

To assist both a listing of the steps noted in this procedures manual which the **Department Chair** is to complete and ones the **Search Committee Chair** is to complete a provided below. The steps are colored coded in the procedures to make them easier to locate. This summary of the steps is intended to highlight each person's areas of responsibility.

[Marcia-these need to checked as changes have been made]

Search Chair Responsibilities **(Steps)**

Initiating the Search

4 11
7
9

Selection of Interview Candidates

12
13
14

Campus Interview

15
16
17

Selection Process

19 25
20
21

Concluding the Process

27

Department Chair Responsibilities **(Steps)**

Initiating the Search

1 5 9
2 6
3 7
4 8

Selection of Interview Candidates

13

Campus Interview

Selection Process

21
24
25

Concluding the Process

26
28

College of Education Faculty Search Procedures

FOR ALL NATIONAL AND TARGETED SEARCHES

Areas that are new this year are highlighted in green for discussion by Chairs.

Initiating the Search:

1. The **Department Chair** receives approval from the Dean to initiate a search. The rank and salary range is discussed and agreed upon by both parties.
2. The **Department Chair** completes the Position Request Form (Appendix #1) and submits it to the Associate Dean for Academic Affairs. If a rolling deadline is desired, it is to be indicated on this form. This form makes official that an approved search has been initiated and informs the Business Office to notify HR. *The Business Office will post all faculty searches with HR.*
3. The **Department Chair** appoints a **Search Committee Chair**.
 - *In the case of a search for a department chair or other administrative position within the college which carries faculty rank (e.g., Assistant or Associate Dean), the Search Chair should be a Full Professor to signal the importance of the search to potential candidates.*
4. The **Search Chair and Department Chair** meets with the **Associate Dean for Academic Affairs** to discuss the College's Search Procedures and UF's Search and Screen Guidelines. The **Search Committee Chair** and the **Department Chair** are both expected to be familiar with the procedures in these two documents. [See summary of each's responsible areas on page 3.]
 - **A copy of the Journal Publication Deadlines is provided the Search Chair by the Associate Dean showing deadlines to get the print ads to each publication (see Appendix #2).**
 - If a waiver of a national search is needed, permission from Dr. Debra Walker-King, Associate Provost must be obtained prior to submitting a position description for dissemination. (Sample letters can be obtained from the Associate Dean for Academic Affairs).
5. The **Department Chair** contacts individuals to see if they are willing to serve on the search committee. Members of the search committee should come from the department/program area in which the search is focused and from faculty in related areas within the College or

University. Strong consideration should be given to having a diverse search committee to include women and minorities from the discipline or disciplines related to the search.

6. Once the search committee is formed, the **Department Chair** completes and submits the Search Committee Form (See Appendix #3) to the Business Office. Be sure all search committee members with UFIDs are provided and the chair of the committee is identified. For non-UF members, the Business Office will get a UFID issued. *The Business office will enter the information on this form into PeopleSoft for you.*

- Please note – The Search Committee Form must be submitted to the Business office and entered into the PeopleSoft system before the print ad appears.

7. The **Search Committee Chair** works with the Search Committee members to prepare the position announcement. Two versions are needed: a longer one to go out in letters and posted to list serves (See Samples in Appendix #4) and a shorter version to be placed in print ads (See Samples in Appendix #5). The **Department Chair** must approve the position description before it is sent to the Associate Dean for Academic Affairs.

- All national searches will be advertised in the *Chronicle of Higher Education*, *Hispanic Outlook*, and *Diverse Issues in Higher Education* and are paid for by Dean. The committee can request the Dean cover the cost of other publications in which their advertisement is published.
- The position announcement MUST include the following:
 - description of position which addresses the needs of the department
 - proposed university title and position number (obtained from Business Office)
 - brief description of duties and responsibilities
 - qualifications of successful applicants - minimum degree and experience requirements
 - anticipated start date
 - application requirements
 - name and address of Search Committee chair
 - application deadline due date (see note on rolling deadline below)
 - statement about Florida’s “Sunshine Law” (required language follows):

“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.”

- **For searches needing a rolling deadline, the following statement must be added to the position announcement:**

“The search committee will begin reviewing applications on (give date) and will continue to receive applications until the position is filled.”

8. The **Department Chair** submits the two position announcements described above in Step 7 to the **Associate Dean for Academic Affairs**, who ensures the ad gets submitted for publication and posting to the College’s website. The **Associate Dean** shares a copy of the approved position description with the Business Office. The deadline for submitting ads and their publication dates is given in Appendix #2.
9. In order to ensure a diverse pool of candidates, the **Department Chair** and the **Search Committee (including the Chair of the Committee)** develop a list of at least five colleagues from peer institutions who could recommend potential minority and female applicants to fill the vacancy. These individuals are to be contacted by letter, phone or email (See sample letters – Appendix #6). The **Search Committee Chair** contacts all those nominated for the position by letter or email. (See sample – Appendix #7). A sample letter is also included for a general mailing (See Appendix #8)
10. **To assist departments with locating diverse candidates in all fields of education the Holmes Network is to be utilized. The Associate Dean’s office will compile an announcement of all available positions in the college and forward them to the Holmes Scholars Program. The position descriptions used will be the ones posted on the College’s website (long version of the ad). The Holmes Scholars Program provides mentoring, academic, and career guidance to Scholars in colleges, schools and departments of education from partnering universities. Scholars are talented men and women of color who are underrepresented in leadership positions in the field of education. The Scholars network maintains a list of open positions ([http://www.holmes-scholars.org/Position Announcements.html](http://www.holmes-scholars.org/Position%20Announcements.html)).**

In addition, announcements of open positions in the college will be distributed for you at the Scholars’ annual career fair during the Holmes Partnership Meeting each January/February. The position description used for this advertising will be the position description posted on our college website.

11. The **Search Committee Chair** will send acknowledgment letters to all applicants informing them if their application is complete or specifying what material is missing. (See sample – Appendix #9).

Selection of Interview Candidates

12. The **Search Committee** and **Search Chair** meet following the application closing date to recommend finalists for on-campus interviews. Finalists should reflect a diverse population. All UF equal employment opportunity rules and regulations should be followed.

13. Before the candidates are invited for campus interviews, the **Search Committee Chair** and the **Department Chair** meet with the **Dean and Associate Dean for Academic Affairs** to review the list of candidates recommended for interviews. At this meeting the candidates' qualifications and diversity of the pool is to be discussed including assuring that the applications on file are complete (*which must include written reference letters*). At this meeting, a joint decision is made about who is to be invited to campus for an interview.

14. Once the candidates are confirmed for campus interviews, the **Search Committee Chair** notifies the Business Office which candidates are coming in for interviews. At this point the Business Office will notify HR to close the search.
 - **If a search has a rolling deadline, a closing advertisement date must run on the HR recruitment website for one week. Applicants cannot be contacted to set up interviews until after the closing date of the new deadline. The Search Committee Chair can contact the Business office to set this up.**
 - If a search with a rolling deadline needs to be reopened because the initial search failed, the HR advertisement has to run for at least one week with the new deadline date.

Campus Interviews

Note – Interviewing Resource Materials are provided at the end of this packet.

15. The **Search Committee** will develop an interview itinerary for each of the candidates brought to campus. The **Search Committee Chair** forwards the itinerary to the Associate Dean's Office who will provide copies for the Dean (see sample – Appendix #10). The itinerary must include:
 - At least one meeting with the entire Search Committee. If one meeting with the full committee is not possible, committee members should be scheduled to meet with the candidate in small groups or individually.
 - A meeting with the Dean or her designee with each candidate. (See Associate Dean for Academic Affairs to know who has been assigned to each search).

- The Department Chair should be scheduled to meet the candidate at the end of the visit in the case of faculty hires. All other hires will be scheduled to meet with the position's immediate supervisor.
 - The Associate Dean for Research would like to be scheduled to meet with every candidate brought to campus, especially Assistant Professors.
 - The Provost would like to meet any candidate for the position of Department Chair or above. These meetings should be scheduled only with the *finalists* for the position and if the Provost's calendar will permit.
16. The **Search Committee Chair** sees to it that a **Committee member** is selected to serve as host for each candidate during the on-site interview process.
17. The **Search Committee Chair** is responsible for seeing that travel arrangements are made for each candidate. The Dean's office will cover the costs for travel, housing, and meals for the candidates and up to 3 search committee members.
18. The **Search Committee** will develop a feedback form for all interviewers to provide feedback to the Search Committee. (See Appendix #11).

The Selection Process

19. The **Search Committee Chair** will call a meeting following the on-campus interviews for the committee to select the candidates recommended for the position.
20. The **Search Committee Chair** will report to the Department Chair and Dean the names of acceptable candidates for the position. It is expected that the names of at least two *unranked* candidates (minimum of three preferred) will be submitted to the Dean.
21. **If the position being searched for is a faculty member at the rank of professor or is an administrative position such as department chair or other college level administrator with faculty rank (e.g., Assistant/Associate Dean), the relevant department faculty are asked to take a vote on recommending tenure for the candidate. The tenure vote is verified by the Search Committee Chair that it is positive, then sealed and is shared with the dean only after the offer has been made and accepted. The tenure vote is revealed because it will become part of the T&P packet to process the appointment through the college and university. This step avoids having to go back to the faculty once the candidate is hired to obtain a tenure vote. The Search Committee Chair or the Department Chair will manage this process within the department.**
- Simultaneously the Dean must seek approval from the Provost to offer a position

with tenure upon hire. Assuming both the vote and Provost feedback are positive, the Dean will proceed with the offer.

22. All contacts with the candidate regarding the offer (verbal or written) are made by the Dean or Dean's designee.
23. **"If it appears that a foreign national is to be recommended for the position, the U.S. Department of Labor requires specific practices be followed. In particular a "print" journal advertisement is required in the recruitment process for teaching positions and two Sunday print ads or one Sunday print ad and one journal ad for non-teaching positions. Electronic postings only will not suffice."** [Message from Interim Provost Joe Glover, 11/29/05]. **The Search Committee Chair must inform the Associate Dean for Academic Affairs if this is possible.**
24. Once a signed letter of offer is returned to the Dean, a copy will be provided to the **Department Chair** and the **Business Office**.
25. **In the case of a failed search (e.g., recommended candidates do not accept the offer), the Search Committee Chair is notified by the Dean or Associate Dean. If the position carried a rolling deadline, the position can be reposted immediately if the Search Committee so desires (see Step 14). If the position did not carry a rolling deadline, the Dean will meet with the Department Chair and Search Committee Chair to decide the next course of action.**

Concluding the Process

26. Once a signed letter of offer is received, the **Department Chair** is responsible for completing all the information required in the Equity Compliance Report (See copy in Appendix #12). The paper version of the Equity Compliance Report is provided to the *Business Office and they will enter the information into PeopleSoft* and obtain the signature of the College's EEO Officer, Dr. Vernetson.
27. The **Search Committee Chair** notifies ALL applicants, *in writing*, when the position is filled. (See sample letter – Appendix #13).
28. The **Department Chair** is responsible to see that all search committee materials are archived for at least *three years* in the hiring department. Search committee materials include: applications, *original* vitae from all candidates, Search Committee minutes, and notes.