**Procedure for Scheduling Faculty Candidates Interviews**

Updated August 2, 2021

Dean’s Office staff will make travel arrangements in consultation with the Chair and Business Office. The Dean’s Office staff should:

* Confirm availability of interviewers
* Make arrangements for all expenses associated with the visit with the Business Office well in advance
* Send position announcement or description, CV, agenda, and, if appropriate, feedback forms, to all interviewers electronically before the scheduled interviews
* Prepare and distribute flyers for presentations and other events as appropriate
* Reserve classrooms or conference rooms as needed

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| **Tenure Track** | **Non-Tenure Track** | **Interviewer** | **Time Allocated** | **Topics to be Discussed** |
| Regular | Special | Lecturer | Clinical | Research |  |  |  |
| R | R | O | O | O | Dean | 30-60 minutes | Vision of the college: research, alumni & development |
|  |  |  |  |  |  |  | Academic Excellence |
|  |  |  |  |  |  |  | Organizational Structure |
|  |  |  |  |  |  |  | Benefits of the Academic Health Center |
|  |  |  |  |  |  |  | About the University |
| R | R | R | O | O | Associate Dean for Faculty Advancement | 45-60 minutes | Resources available to ensure success – academic, including mentoring process |
|  |  |  |  |  |  |  | Position Description for STS faculty |
|  |  |  |  |  |  |  | CHS Evidences |
|  |  |  |  |  |  |  | P&T, 2 &4 year reviews |
|  |  |  |  |  |  |  | Birthright |
|  |  |  |  |  |  |  | Faculty Orientation & P&T Meeting for new faculty |
|  |  |  |  |  |  |  | Faculty Advancement Website |
| R | R | R | O | O | Associate Dean for Academic Affairs | 30 minutes | Teaching mission |
|  |  |  |  |  |  |  | Role of Assessment Office |
|  |  |  |  |  |  |  | Curriculum change process |
|  |  |  |  |  |  |  | Academic component |
| R | R | O | O | R | Associate Dean for Research | 30-60 minutes | Resources available to ensure success – research |
|  |  |  |  |  |  |  | Role of Research Office |
|  |  |  |  |  |  |  | Pilot Funds |
|  |  |  |  |  |  |  | Wethington Awards |
|  |  |  |  |  |  |  | CCTS  |
|  |  |  |  |  |  |  | Start-Up requests |
|  |  |  |  |  |  |  | Related Collaborations & possible mentors |
| R | R | R | R | R | Department Chair  | 60 minutes | Negotiation process (e.g. Chair makes offer, etc.; Salary discussions in consultation with the Dean (salary, start date, moving expenses, etc.) |
|  |  |  |  |  |  |  | Term of Appointment; 11 month, 12 month |
|  |  |  |  |  |  |  | Start Date |
|  |  |  |  |  |  |  | Expectations for position, including service commitment in the first three years |
|  |  |  |  |  |  |  | Projected DOE for title series;  |
|  |  |  |  |  |  |  | Annual Performance Reviews |
|  |  |  |  |  |  |  | Scope of practice, when appropriate |
|  |  |  |  |  |  |  | Practice plan, when appropriate |
|  |  |  |  |  |  |  | Department specific issues - # of students, curriculum, accreditation, etc. |
|  |  |  |  |  |  |  | Possible courses to be taught in Year 1 |
|  |  |  |  |  |  |  | For clinical faculty, discuss clinical load |
|  |  |  |  |  |  |  | For research faculty, discuss research load |
|  |  |  |  |  |  |  | Staff Assignments  |
|  |  |  |  |  |  |  | Office Space |
|  |  |  |  |  |  |  | Anticipated interactions with other units |
| R | R | R | R | R | Search Committee | 60 minutes | Interview questions, any issues to clarify in CV |
| R | R | R | R | R | Department Faculty | Variable-individual or group | Any issues pertaining to program – curriculum, teaching loads, research expectations, administrative responsibilities to the program |
| R | R | O | O | R | Faculty & Administration | 60 minutes | Public Presentation |

R=Required, O=Optional

**Additional Items to Consider for Scheduling Interviews**:

* All Candidates with terminal degrees should meet with the RHB Program Director
* For faculty with a research agenda, meet with potential collaborators
* For faculty with responsibilities in Hazard or Morehead, meet with personnel (Zoom or in-person) and visit site as appropriate
* For those with Center affiliation, meet with Center Director and faculty
* For Medical Laboratory Sciences the Program Director should be involved in the interview process

**Procedure to Follow Faculty Search Process:**

* Search committee reviews all interview feedback from those involved in the interview Process
* Search committee solicits feedback from Deans to share with the search committee
* Search committee meets and provides the strengths and weaknesses of each candidate to the Department Chair
* Chair sends strengths and weaknesses of the candidates to the Dean
* Chair and Dean consult to determine which candidate is the best fit
* Once decision is made, Chair consults with Assistant Dean of Operations regarding salary and conditions of offer
* Chair contacts candidate with verbal offer and asks the candidate to propose start-up request
* Chair consults with Associate Dean of Research and Assistant Dean of Operations regarding start-up requests
* Chair prepares offer letter after negotiation and submits to Associate Dean of Faculty Advancement, Assistant Dean of Operations, and Faculty HR Administrator for final review and forwarding for Dean’s signature
* Chair sends fully executed offer letter to candidate
* Chair sends signed offer letter to the HR Administrator whom will send to leadership
* Once signed offer letter is returned, Dean’s office staff reach out to candidate for new appointment materials
* Chair notifies Dean, Business Office, Associate Deans, Faculty in unit, and search committee of acceptance of offer