

Process for Faculty Recruitment & Selection

Updated July 2021

Overview:

Approval to recruit for a faculty vacancy must be obtained from the Dean and Provost's office prior to beginning the recruitment process. Please utilize the [Process for Requesting Faculty Positions](#) prior to beginning the Recruitment & Selection process. Once the position is approved, the Department Chair initiates the process as follows:

Recruitment Process:

1. The Department Chair will propose a search committee (one member outside of the Department) and select the committee chair.
 - a. Department Chair will send names of search committee members to Associate Dean for Faculty Advancement for consultation and documentation for HR.
 - i. All committee members must have participated in unconscious bias training
 - b. A Diversity Advisor shall participate in each Search Committee, whether as a member or a consultant. Assistance will be provided by the Office of Faculty Advancement if needed to identify a Diversity Advisor.
 - c. Once approved, the Chair will send a memo to outline the committee's charge.
2. The administrative assistant in the Office of Faculty Advancement will schedule an initial meeting of the search committee and invite the Faculty & HR Administrator to discuss the hiring process. The Chair of the department will attend the first meeting to provide the committee its charge. The Dean will be invited to attend the initial meeting of the search committee for potential direct reports including: Assistant/Associate Deans, Chairs and Program Directors. The following items should be discussed and/or completed during the initial meeting:
 - a. Diversity recruitment efforts and resources available to assist
 - b. Position advertisement
 - c. Position's selection criteria for screening and interviewing purposes
 - d. Process for reviewing application materials
 - e. Hiring timeline including scheduling of future search committee meetings
 - f. Draft interview questions
 - g. Places to distribute position advertisement
3. The search committee will draft the advertisement that will be used for recruitment, using best practices for inclusive hiring. The Administrative Assistant (AA) will send the advertisement to the Department Chair and Associate Dean of Faculty Advancement for approval.
 - a. The posting will be reviewed by the Diversity representative on the search committee or other identified experts to minimize any potential bias
In addition to appropriate inclusive language throughout the position description and requirements, the approved diversity statement will be included in all ads
4. AA will send approved advertisement to Faculty & HR Administrator to post the position on the UK Jobs website.
 - a. Position must be posted for a minimum of 7 days.
 - b. Position will remain open until filled for most faculty positions.
 - c. Only candidates who have applied through the UK website can be considered.

5. The AA will send a list of places the search committee would like to advertise to Associate Dean of Faculty Advancement to ensure diversity recruitment. Once approved, the list will be sent to Faculty & HR Administrator for pricing.
 - a. The college provides a \$1,000 recruitment budget for advertising. If additional funds are needed, these will be considered on a case by case basis.
 - b. Faculty & HR Administrator will track the venues that the position advertisement has been posted.
6. AA will provide job posting link and access to view applications to the search committee members. Applicants can be viewed immediately.
 - a. Data will be collected and circulated to the Committee, the Department Chair, and the Deans regarding:
 - i. Ad placement
 - ii. Diversity of applicant pool
 - iii. Diversity of candidates for phone or video interviews
 - iv. Diversity of candidates for in-person interviews
 - b. If initial applicant pool does not include diverse applicants, an additional round of advertising and targeted outreach may be required
7. Candidates' application materials are reviewed by the search committee according to the process established in the initial search committee meeting. Individuals are selected for interviews based on the position's selection criteria. *Phone or video conferencing interviews are recommended prior to scheduling in-person interviews.*
8. The search committee will select 1-3 candidates for in-person interviews. The committee chair will send a request to bring candidates in for interviews, which must be approved by the Department Chair in consultation with the following individuals:
 - a. Associate Dean for Faculty Advancement
 - b. Dean
9. AA will coordinate interviews with direction from search committee chair including contacting the selected applicants, creating interview agenda/itinerary, booking travel and hotel accommodations, booking meeting rooms, blocking time on calendars for interviewers, catering, making dining reservations, etc.
 - a. AA will utilize Procedure for Scheduling Faculty Candidates Interviews to ensure required individuals are involved in interviews.
 - b. Finalized candidate agenda/itineraries should be sent to all individuals involved in the interview process in advance of the in-person interview.
 - c. Candidates will be offered an opportunity to meet with any formal or informal affinity groups
10. AA distributes and collects interview questions and interview feedback forms for all interviewees and attendees of presentation.
11. The search committee reviews all feedback from those that participated including feedback from CHS Deans. The Department Chair shall attend the meeting for faculty searches during which time candidates' strengths and concerns are discussed. The Dean shall attend the final meeting for faculty searches that would be direct reports including: Assistant/Associate Deans, Chairs and Program Directors.
 - a. If search committee recommends a second visit of a candidate the following process must take place:
 - i. A formal request (with clear reasons of the need for a second visit) is submitted to Department Chair for approval. The Department Chair will send the request to the Dean for approval.

- ii. Once approved the AA may proceed with scheduling a second visit.
- 12. The search committee submits final recommendation to Department Chair who will share with the Dean.
 - a. The recommendation should include:
 - i. Strengths/challenges of each candidate
 - ii. Recommendation from committee of those candidates who are acceptable and not acceptable
 - iii. The list of candidates will not be ranked
- 13. Once the Dean considers the recommendation from the committee, the Department Chair works with the Dean, Assistant Dean of Operations, and Office of Faculty Advancement to prepare an offer for the selected candidate.
 - a. If an offer is to be made above the level of Assistant Professor, the Associate Dean for Faculty Advancement will process pre-offer vetting through the Associate Provost for expedited review. A simultaneous pre-vetting dossier will be sent to APT Committee.
 - b. Following approval, the Chair will make a verbal offer after confirming details such as starting salary and rank with the Dean.
 - c. During the initial verbal offer, if a start-up package is applicable, the Chair will discuss the process of such requests with the candidate including asking the candidate to develop a list of needs. The list will be reviewed with the Assistant Dean of Operations, the Associate Dean for Research, and the team to finalize a proposed offer.
 - d. Once approved by the Dean, the Chair will draft the offer letter including the salary, term of appointment, and start-up package (if applicable) and circulate to the Associate Dean for Faculty Advancement, Assistant Dean for Operations and the Faculty & HR Administrator for verification of terms.
 - e. Deans approval / signature on offer letter is obtained via the Faculty & HR Administrator.
- 14. Approved offer letter is sent electronically to candidate from the Department Chair.
 - a. If candidate accepts, signed copy of offer letter is provided to Assistant Dean of Operations and Faculty & HR Administrator. Then the department can proceed with the onboarding checklist.
 - b. If candidate declines, search committee reconvenes to determine if another candidate should be recommended or search should be continued or reopened (if closed).
- 15. The AA will submit the faculty disposition reasons the Faculty & HR Administrator at the end of the search.
- 16. An AA in the Office of Faculty Advancement will begin working on the [Faculty onboarding checklist](#).

Budgetary Guidelines for Recruitment:

- 1. The college provides \$1,000 advertising budget for recruitment of the position announcement. If additional funds are needed, these will be considered on a case by case basis.
- 2. The college provides funding for transportation, hotel, and meals (if applicable) for candidates selected for in-person interviews.
 - a. Meals will be paid with an itemized receipt from the candidate. No alcoholic beverages will be reimbursed.
- 3. Recruitment dinner arrangements should include no more than 3 search committee members + faculty candidate. Search committee chair and department chair should decide on these individuals. One alcoholic beverage can be purchased per individual. Exceptions must be approved by Assistant Dean of Operations.
- 4. Recruitment lunches should be scheduled with moderation.

Relocation Expense Policy:

An allowance may be provided by the department. The maximum amount must be stated in the letter of offer and the amount may not exceed \$10,000. The cash payment allowance, up to \$10,000, shall be processed as an additional payment through the payroll system. The employee information must exist in SAP and the amount will be reported as taxable wages and subject to applicable income and employment tax withholdings. Payment must not be charged to sponsored project.

Requirements for Search Committees:

1. All search committee members must have unconscious bias training. If applicable, such training may be included within the first search committee meeting.
2. Phone/Skype Interview questions should be completed before an in-person interview. Recording these interviews is strongly discouraged by UK Human Resources so should be done only if impossible to schedule otherwise. If recording is done, the recording must be password protected and then retained as below.
 - a. Permission for recording must be obtained in writing in advance from the applicant
 - b. If one candidate is recorded, all must be recorded, unless any deny permission
3. The AA is responsible for retaining all evaluations during the interview process. This includes: phone/skype interview forms, in-person interview questions, presentation evaluation forms, evaluation forms of those included in interviews.
4. All evaluations and materials from the search committee must be retained in the college for 5 years.

Resources

[AR 3:5 – Statement for Recruitment and Selection of Faculty](#)

[Dos & Don'ts of Interviewing](#)

[Onboarding checklist](#)

[Diversity Recruitment Guide](#)

[Relocation Allowance Policy](#)