Summer, 2023

Faculty Recruitment and Hiring Guidelines

To provide you with information as you recruit and select new faculty, Academic Affairs has put together an information guideline. This guideline was developed to support the effective academic searches on behalf of recruiting and hiring the best and brightest faculty to join our academic community. UNCP is committed to attracting and recruiting a high-quality and diverse faculty, both to support our academic excellence and to reflect the diversity of our student population. Faculty hiring is coordinated through the Office of Academic Affairs. Please be reminded that chairs are responsible for all faculty searches within their department.

This guide provides information to help ensure that equitable and effective standardized processes are followed as you recruit our future colleagues. If you have any questions about the attached materials please contact the Academic Affairs Office.

**Roles and Responsibilities**

Deans, Department Chairs, and the Department Search Committee Members (DSC) are responsible for ensuring that the evaluation and assessment of all candidates is equitable and consistent. They shall also ensure that the candidate and finalist selection and rejection processes are documented and sustained with verifiable evidence. Listed below are the specific roles and responsibilities of key individuals and groups in the search process.

# Role of the Dean

* Ensures process is implemented in compliance with campus recruitment policies and procedures
* Makes recommendation/request to the Provost
* Reviews and approves position announcement
* Reviews and approves recruitment and advertising plan
* Reviews and approves evaluation criteria
* Reviews/approves list of finalists
* Reviews files of all finalists
* Meets with all on-campus finalists
* Recommends appointment of final candidate to the Provost
* Upon Provost approval, makes offer to the final candidate

# Role of the Department Chair

* Oversees the implementation of the search
* Ensures fair employment practices are evident to all
* Facilitates the election of the Search Committee
  + Should strive to elect a diverse group of faculty to serve on the DSC
* Ensures all available recruitment resources appropriate to the discipline are utilized
* Collaborates with the DSC to review the applicant pool
* Collaborates with the DSC to make a recommendation on the finalists to the Dean
* Ensures all candidate travel request/needs have be arranged
* Meets with all on-campus finalists
  + Informs finalists of the requirements for tenure and promotion
* Notifies all applicants on outcome of their application

# Role of the DSC (Department Search Committee)

* Abides by established processes
* Proactively recruits and advertises the position announcement
* Screens and evaluates applicants and candidates
* Solicits feedback from all tenured and tenure-track faculty, and takes that feedback into consideration when evaluating candidates and recommending finalists
* Conducts references checks
* Collaborates with department chair to make recommendation on the finalists to the Dean
* Submits files of all finalists to the dean
* Maintains strict confidentiality concerning all information received, reviewed, and discussed

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| **Procedure for Recruitment and Selection of New Faculty** | |
| **Instructions to Department Chair:** Please check each item on the following checklist as you go through the procedure for recruiting and selecting a new faculty member. | |
|  | **Procedures**  **Pre-Interviews** |
|  | 1. Submit a request for recruitment of new faculty to your Dean.    * Dean will then submit to Academic Affairs for approval      + [AA Request To Recruit New.Vacant Position 1.pdf (uncp.edu)](https://www.uncp.edu/sites/default/files/2024-01/AA%20Request%20To%20Recruit%20New.Vacant%20Position%201.pdf) |
|  | 1. Once request to begin recruitment form has been signed by the provost, submit your position in OES. If you need assistance with the position description, please contract Ms. Becky Thompson in Human Resources. If you need assistance with posting/advertising your position in OES, please contact Ms. Joanne McMillan in Human Resources.  * Please attached Request to begin Recruitment form to OES action in Justification Section so Ms. Jenna Freeman can approve posting. |
|  | 1. Position needs to be posted for 30 days per the EHRA Recruitment and Selection Policy under university governance website. For more information, please contact Mr. Gordon Byrd in the General Counsel Office. |
|  | 1. Schedule Search Committee Meeting with Ms. Joanne McMillan. Once position is posted and receiving applicants, search committee should start reviewing applications. Search committee chair should notify department chair of the progress with the search. |
|  | 5. To get certification of pool, search committee chair must send Ms. Joanne McMillan and Ms. Rhonda Locklear in Human Resources a completed EEO summary for all applicants and proposed interview questions. Then Human Resources will email the search committee chair to proceed with interviews. |
|  | 6. Once first round interviews are completed, please send status update to Ms. Joanne McMillan and Ms. Rhonda Locklear in Human Resources verifying who the final candidates are and which candidates declined to proceed. |
|  | 7. Search committee chair will need to send email to Dean and Department Chair with the final candidates so they can approve campus visits.   * All candidate finalists must come to campus for final interview. |
|  | 1. After receiving approval to bring applicants to campus, contact applicants to confirm travel arrangements.    * Please submit the Pre-Travel Request for each candidate   [2019 Travel Request (3-5-19)\_2.xls (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.uncp.edu%2Fsites%2Fdefault%2Ffiles%2F2019-03%2F2019%2520Travel%2520Request%2520%25283-5-19%2529_2.xls&wdOrigin=BROWSELINK)   * + The chair of search committee should work with the prospective candidates to book airfares as early as possible to obtain the best rate. Fayetteville, NC airport should be used. Please contact Ms. Kaitlyn McMillan (ext.5739) in Accounts Payable for more information on Safe Harbors Travel Agency to book pre-paid flights. If flight has to be reschedule candidate will pay for additional cost and then get put expense on reimbursement form.   + Candidate must pay for car rentals, then get reimbursed after visit.   + The chair of the search committee should contact the executive assistant in Academic Affairs as soon as the travel dates are confirmed to book the hotel reservation at the Holiday Inn Express in Pembroke at a reduced rate for UNCP. The standard is to book a one-night stay for a campus visit with a maximum of two nights when necessary. If this request is submitted within seven business days, the administrative assistant in department will need to submit the requisition in bravecart for hotel stay.   + To receive reimbursement for the per diem rate from state funds, prior approval from the Chancellor’s office must be obtained by completing the required form (Chancellor’s Representative for State-funded Meals Form). Once signed, ask the Chancellor’s Office to forward the form to Academic Affairs. If prior approval is not obtained, the department must use their non-state funds for reimbursement of meals with candidates.     - [chancellors\_rep\_for\_state\_funded\_meals.01.2019.pdf (uncp.edu)](https://www.uncp.edu/sites/default/files/2019-01/chancellors_rep_for_state_funded_meals.01.2019.pdf) |

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|  | * If you would like a meal in the cafeteria, send an email to the executive assistant in Academic Affairs. A catering request will be completed for the candidate and one faculty member. The Chancellor’s Representative for State-funded Meals Form does not confirm where the meals will be held. This request must be submitted 7 business days prior, or faculty representative will have to pay for meal then submit reimbursement. * Reimbursement to departmental faculty for meals with prospective candidates will be limited to the In State per diem rates for breakfast, lunch, and dinner. The faculty member is responsible for the excess over the per diem rate unless the department chair or the dean approves payment of any excess from their departmental non-state funds. – per Accounts Payable (please see travel |
|  | 1. The chair of the search committee should contact the executive assistant in Academic Affairs to get interview times with Administration in AA. Once times have been confirmed with the executive assistant, the chair of the search committee must set up meeting request in outlook with respective Administration in AA, please cc EA on meeting invites. (Please allow one week notice to schedule interviews)  * Attach candidate vita to meeting invite so representative from Academic Affairs can review prior to interview. * Please let representative in Academic Affairs know what type of position this is (lecturer/tenure track)   + Establish an interview schedule and include appropriate department members, the Dean, the Provost/Vice Chancellor for Academic Affairs/Administration in Academic Affairs   + All Endowed Positions must be interviewed by the Provost & Chancellor |
|  | 10. Explain to applicant that he or she will give a planned presentation during the campus  visit upon chair approval.  |
|  | 1. Once Candidate is on campus please have them do the following:    * Sign OES application    * Sign Travel reimbursement form   [2019 Travel Expense Reimbursement Form (7-1-19)\_1.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.uncp.edu%2Fsites%2Fdefault%2Ffiles%2F2019-08%2F2019%2520Travel%2520Expense%2520Reimbursement%2520Form%2520%25287-1-19%2529_1.xlsx&wdOrigin=BROWSELINK)   * Fill out criminal background check   Please turn this information into your Administrative Assistant so she can give to Executive Assistant of the College/School |
|  | 1. An escort must accompany each applicant to each facility and meeting room throughout the day. The escort should introduce the applicant in each group interview session. |

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|  | **Post Interviews** |
|  | 1. Department Chair completes the deselection process in OES indicating briefly why each applicant was not hired (must be completed by Department Chair).  * Search committee chair needs to collect all documentation from search committee members and submit to Ms. Joanne McMillan in Human Resources |
|  | 1. Submit recommendation letter to hire to Dean to recommend to the Provost Office  * If you have questions about start date, rank, salary please discuss with your dean prior before sending letter to Provost Office. * If candidate will need a HB-1 visa/sponsorship include this on recommendation letter |
|  | 14. The Dean will send Recommendation to Hire Letter to Provost/Vice Chancellor for Academic Affairs (cc executive assistant) for signature. |
|  | 15. You may offer position to candidate after receiving signed approval of recommendation letter to hire from Provost Office |
|  | * 16. When a candidate accepts the offer, please have executive assistant in department to prepare New Faculty Packet and submit to executive assistant in Academic Affairs.   + Submit criminal background check to Human Resources   + Please see Faculty File Information Checklist for New Faculty Packet     - [FACULTY APPOINTMENT RECOMMENDATION (uncp.edu)](https://www.uncp.edu/sites/default/files/2021-05/New_Faculty_Checklist.pdf)     - [Statement of Proficiency in Oral and Written Communication.pdf (uncp.edu)](https://www.uncp.edu/sites/default/files/2021-05/Statement%20of%20Proficiency%20in%20Oral%20and%20Written%20Communication.pdf)   + Make sure to ask hired candidate to provide official transcripts for his or her academic work.   + Faculty Contract cannot be issued to new hire until we have a completed background check that meets the university standards for employment. |
|  | 19. All new faculty must complete onboarding with the Office of Human Resources and new faculty orientation with Academic Affairs. Please make sure to notify candidate of those dates. |

1 Candidates should make a presentation (class lecture or seminar presentation) during the interview process. Make sure that candidates are informed of this planned presentation when they are invited for an interview. Give the candidate some direction about the nature of the presentation. Also make sure that students, from either the departmental advisory committee or from your department, have an opportunity to hear this presentation. If possible, all departmental faculty should hear the presentation.