

## Faculty Search

**Original Implementation:** Unpublished

**Last Revision:** October 28, 2019

This policy outlines search procedures and responsibilities for the selection of full-time faculty with continuing appointments.

**Position Request:** The academic unit head will submit a position request with justification to the appropriate dean. Upon the dean's approval of the request, it will be forwarded to the provost and vice president of academic affairs for consideration. Once fully approved, the academic unit head posts the position on the human resources website, and a formal search may begin.

**Selection of the Search Committee:** The academic unit head guides the search process by establishing a search committee and ensuring that committee activities adhere to university policy and procedures. The appointment of search committees may vary among academic units. The committee will contact human resources for mandatory training and for assistance as needed.

**Search Committee Responsibilities:** The search committee coordinates the recruitment process while working with the academic unit head. The committee is responsible for developing a position description, advertising the position, screening candidates, and arranging candidate interviews.

**Funds for Recruitment:** Expenses incurred during the search are generally borne by the academic unit conducting the search with possible additional funds from other sources.

**Cross Reference:** Human Resources Selection Procedures for Faculty and Staff; Employee Affirmative Action/Recruitment Plan (11.9); Affirmative Action (11.1)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** See Human Resources for Selection Procedures for Faculty and Staff

**Board Committee Assignment:** Academic and Student Affairs