



## **Faculty Search**

### **Purpose**

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

### **Persons Affected**

This policy applies to faculty, deans, and academic unit heads.

### **Policy**

All hiring decisions are made based on lawful, job-related, and non-discriminatory criteria and in keeping with SFA HOP 01-305 Nondiscrimination, which prohibits unlawful discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, and veteran status.

### **Procedures**

**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 Executive 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, arranging candidate interviews, and submitting the search file to human resources for an Equal Employment Opportunity (EEO) compliance review prior to making a conditional employment offer to the selected candidate. Additionally, there are resources for developing selection matrices, interview questions, and hiring files in the hiring manager's toolkit on the human resources website.

**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.

### **Related Statutes or Regulations, Rules, Policies, or Standards**



SFA HOP 03-203 Employee Affirmative Action Recruitment Plan

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs

**Forms**

See Human Resources for Selection Procedures for Faculty and Staff

**Revision History**

September 1, 2023 (original)