

Faculty Search

Original Implementation: Unpublished

Last Revision: October 31, 2022

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

All hiring decisions are made based on lawful, job-related, and non-discriminatory criteria and in keeping with Policy 2.11, 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.

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 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.

Cross Reference: Human Resources Selection Procedures for Faculty and Staff; Employee Affirmative Action/Recruitment Plan (11.9); Affirmative Action (11.1); Hiring Manager's Toolkit

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

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

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

Board Committee Assignment: Academic and Student Affairs Committee

Revision History: January 31, 2017
 July 29, 2014
 April 19, 2011