Office of the Provost

Faculty Search and Hiring Procedures

The Faculty Search and Hiring Procedures outlined in this document are intended to provide guidance in searches for tenure-earning, tenured, and non-tenure-track faculty. For more information pertaining to this document, please contact the Office of the Provost.

I. Exemptions

Vacancies that are exempt from the *Workday* recruitment process are:

1. Positions funded from contracts and grants when the proposed employee is:
    A. Specifically identified by name in the contract; or
    B. The position is available because a contract or grant is terminated and the position has the same duties under the re-established contract or grant.

2. Postdoctoral or other research positions where the prospective employee has special expertise and the appointment is for a limited time period.

    Please see the FAU Division of Research website for information on recommendations for faculty research appointments.

3. Positions to be filled by persons who have been laid off and have recall rights.

4. Positions of 0.5 or less FTE.

5. Positions to be filled as visiting appointments if the appointment is not expected to extend beyond one year.

6. Positions to be filled on an acting, temporary, or emergency basis for one year or less.

7. Adjunct positions.

8. Positions to be filled in settlement of litigation, grievance or arbitration.

9. Positions to be filled according to a university or college internal appointment process (i.e. acting or interim appointments; chair/director or associate dean, assistant/associate provost appointments).

10. Positions in which posting and/or search committee is waived in accordance with FAU's Personnel Policy (7.5 Personnel).

Please submit the waiver request to the Associate Provost for Academic Personnel, Office of Civil Rights and Title IX (OCR9), and Human Resources for other exemptions/waivers.

II. Advertising and Posting

1. The dean secures written approval to recruit from the Provost.

2. The dean authorizes the department chair/school director to begin the recruitment process.

3. The department chair/school director initiates the selection of a search committee and search committee chairperson. The Office of Civil Rights and Title IX (OCR9) must approve the search committee..

4. The department/school and the search committee determines position details:

   Agree upon a position description, job qualifications, credentialing requirements and minimum qualifying criteria for the position. These need to be reviewed and approved by the chair/director and the dean.

   In describing these job qualifications and position requirements, the best practice is to be as inclusive as possible. **For example**:

   A. Use 'preferred' instead of 'required' and 'should' instead of 'must' to help broaden the pool of applicants without significantly altering the nature of the position.

   B. Make efforts, where appropriate, to define the position in the widest possible terms consistent with the department's needs.

   C. Make the advertisement welcoming to all candidates. Request the names and contact information for references rather than asking to submit written references. Also, wait to ask for transcripts until they are finalists.

   D. Include Equal Employment Opportunity Statement for third party advertising (already included in Workday): *FAU is an equal opportunity/affirmative action institution and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veterans' status or any other characteristic protected by law. Individuals with disabilities requiring accommodation, please call 561-297-3004, TTY/TDD 711.*

   E. All job postings must include a statement that all applicants must complete an Employment Application available online through *FAU'sCareer Site*: www.fau.edu/jobs and apply for the currently posted position.

   F. All job postings must provide a statement about the degree required for this position. Only the selected applicant must provide official transcripts scanned into an electronic format prior to the date of hire. Degrees from outside the United States must be validated by an organization belonging to the National Association of Credential Evaluation Service (NACES), with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts).

5. Begin the recruitment process by logging into *Workday* and completing the *Create Position* process.

   If position already exists, the details may be edited through the *Edit Position Restriction* process. A new position need not be created, and you may proceed to creating the Job Requisition.

6. After the position is established or the edits (if required) are approved, complete the Create Job Requisition process in Workday and route for approvals. For more instructions and details on completing the Job Requisition process, please review HR's *Create Faculty Job Requisition Guidelines* document.

   A. The approved Request for Faculty Search memo must be attached to the job requisition before submitting for approval.

B. Use today's date as the recruiting start date and target hire date.

C. For regular assignments, select Regular as the worker sub-type.

D. For visiting assignments, select Regular End Date as the worker sub-type and enter an end date.

7. When the Job Requisition is approved, complete the Job Requisition Questionnaire that is in your Workday inbox. Make sure to identify the Recruiting Partner(s), Search Committee members, and denote if external advertising is needed.

8. Once complete, hit submit and the Job Requisition will route for all necessary approvals.

9. Recruitment Services will work with the College to post the position on *FAU's Career Site.*

   Requests for external advertising can be submitted through the Job Requisition Questionnaire in Workday. The Human Resources' Recruitment Services Office will assist with obtaining quotes.(The University's contracts with online publications such as Inside Higher Education automatically retrieves all FAU faculty searches and publishes in multiple journals and LinkedIn.

III. Conducting the Search

1. To be competitive in attracting a pool of excellent applicants, the search committee needs to search proactively and strategically. Developing a broad pool of qualified applicants is the responsibility of every committee member. The following strategies and best practices may help to attract a desirable/quality applicant pool:

   A. Engage in outreach to attract a broad range of applicants.

   B. Advertise in publications to attract applicants of various backgrounds.

   C. Review departments with graduate student and postdoctoral populations from which to recruit.

   D. Send professional societies the job posting for distribution.

   E. Contact colleagues at other institutions to seek nominations of students nearing graduation or others interested in moving laterally, making sure to request inclusion of candidates with broad educational and life experiences.

   F. Proactively recruit persons with terminal degrees working at national laboratories and corporations.

   G. Ensure that the criteria for evaluation of candidates do not preclude people with nontraditional career paths.

2. After the faculty position is posted, the members of the search committee can access the pool of candidates via the Recruiting Worklet in Workday. For access go to https://workday.fau.edu. For questions regarding access, please contact Recruitment Services at empl@fau.edu.

3. All applicants must provide name and contact information for three references. Applicants will be notified prior to contacting references.

4. Search committee members should disclose any personal or professional relationships they have with candidates.

IV. Interview and Selection Process

1. Prior to conducting a search, the chair of the search committee should contact the Provost's Office to schedule training to familiarize committee members with aspects of best practices in hiring. Additional materials about interviewing may be reviewed prior to candidates being interviewed remotely and/or on campus.

2. Search committee chairperson and search committee members must review all applicant materials according to the qualifications grid appropriate for the position. Search committee members should return all grids to the search committee chairperson at the completion of discussion.

3. The search committee chairperson sends an unranked list of applicants recommended for remote interviews and/or campus visits to the chair/director and recruiting partner.

4. The chair/director and the dean select and approve candidates for campus visits.

5. The Recruiting Partner updates the applicant pool in Workday to reflect the status of active candidates to show:

    A. Remote Interview
    B. Phone Interview
    C. Campus Interview

6. The search committee develops a set of interview questions for all candidates. Applicants should be asked to describe how they will remain current and knowledgeable about teaching and research areas.

7. Develop a qualifications grid for applicants' qualifications to be documented for review.

Candidate's Name	**Degree Info**	**Teaching Experience**	**Research/ Creative Activity**	**Area of Specialization**	**Current Position**	**Other**	**Strengths and Weaknesses**

8. The search committee chairperson and/or department chair/school director arrange for campus visits of candidates, which may include:

    A. Colloquium with faculty;
    B. Meetings with individual faculty;
    C. Classroom teaching;
    D. Meetings with constituent student/community groups;
    E. Travel to appropriate campus sites; and
    F. Meetings with appropriate campus representatives such as dean, chair/director, or other faculty members in their related areas of study.

9. The search committee chair submits a fact-finding report to the department chair/school director, with an assessment of strengths and weaknesses of each qualified candidate. Ranking candidates

numerically or otherwise must be avoided. First, the practice can make the hiring decision more difficult when an individual who receives a lower ranking is selected by the hiring authority which may unnecessarily cause tension between the Chair/Director and the faculty.
Second, the practice makes the institution vulnerable to lawsuits when a lower ranked person is selected and ranking information is later disclosed to either the new hire or the other applicants in the pool who were ranked higher.

10. The chair/director meets with the dean and discusses the committee report. The dean, as the hiring authority, selects a candidate considering the committee report, and may choose from any of the qualified candidates.

11. If not already completed, signify the selected candidate by updating their status to "Recommend for Hire".

12. Once notified by the chair or designee, the recruiting partner will submit the Hiring Review Request in Workday by accessing the candidate grid on the job requisition and selecting "Request Hiring Review" from the Move Forward Options on the specific candidate.

    To submit the request, the recruiting partner must enter the proposed salary for the selected candidate in the salary section. When both components are approved, the recruiting partner will receive a "To Do" in their Workday Inbox giving the approval to make a verbal offer contingent upon a background check.

    An offer of employment may **NOT** be extended until approval of the hiring review has been received in Workday from Recruitment Services.

13. Upon approval of the dean, the department chair/school director enters into verbal negotiations with the selected candidate, contingent upon the successful completion of a background check.
    All negotiated terms are subject to the approval of the dean.

14. Upon verbal acceptance of the offer by the candidate:

    A. Notify the recruiting partner. The recruiting partner will update the offer status of the candidate in Workday via their inbox to reflect "verbal offer accepted". Recruitment Services will be notified via Workday and will determine the background check requirements. The recruiting partner will then receive the background check questionnaire in their Workday Inbox to complete. Once completed and submitted, Recruitment Services will complete the background check process. Once approved, the Recruiting Partner will be notified via their Workday Inbox. To check the status of the candidate, access the candidate grid via the job requisition or contact Recruitment Services Office at empl@fau.edu.

    B. If a background check is not required, the recruiting partner will be notified via their Workday Inbox to complete remaining hiring requirements through the Office of the Provost.

    C. The department chair/school director sends to the dean:

        i. Completed Initial Appointment Report for Tenure-Track Faculty or Faculty Being Considered for Tenure upon Appointment;
        ii. Faculty Tenure Timeline form
        iii. Transcript (and foreign transcript evaluation if applicable)
        iv. Statement of Credentials form
        v. Faculty Verification of Employment form
        vi. Curriculum Vitae

D. The dean sends all the above materials and a draft offer letter to the Vice Provost, Academic Affairs, for approval. Model letters for positions are available on the SharePoint drive created for faculty searches and hiring.

E. Once approved by the Vice Provost, the dean sends an offer letter and a Faculty Tenure Timeline form to the selected candidate, with a copy to the department chair/school director.

15. When the selected candidate returns the letter signifying his/her acceptance of the position, the original signed letter and the Faculty Tenure Timeline form are forwarded to the Vice Provost to be added to the faculty member's credential file retained in the Office of the Provost.

16. Email the Recruitment Services Office at empl@fau.edu to signify that the selected candidate is "Ready for Hire". Make sure to include the job requisition number, the candidate's name, and the rank at which they are being hired. The Recruitment Services Office will then initiate the appropriate Workday Process.

    Once initiated, the HR Partner for the recruitment will:

    A. For new hires/rehires:
        i. Review the information generated on *Hire Employee* process in their inbox and attach the signed offer letter to the *Hire* before submitting.
        ii. The *Hire* process needs to be finalized by the Wednesday prior to the following week's start date.

    B. For current employees:
        i. Enter the "*Start Date"* and *"Reason"* for the move on the Change Job process generated in the Workday inbox. Submit if no other information is required. If the employee is transferring to a new department/supervisory org, the *Change Job* will route to Recruitment Services in Workday. After Recruitment Services approves the *Change Job,* the process will route back to the HR Partner to review and complete the required information.
        ii. Make sure to attach the signed offer letter to the *Change Job* process before submitting.

    C. The Associate Provost for Academic Personnel needs to be notified if the candidate does not accept the offer and must approve any modifications to offer terms.

    D. Before beginning of employment, international applicants must work with the University's Director for Global Academic Services who acts as a liaison with the University's immigration law counsel.

    E. New faculty members will attend either New Faculty Orientation, generally scheduled shortly before the beginning of the Fall semester, or a regularly scheduled Monday orientation on their first day of employment. Recruitment Services will issue an orientation notice to the new employee detailing their first day of employment if they will not be attending New Faculty Orientation.

    F. If the search does not end in the selection and acceptance of a suitable candidate for the position, the search must be cancelled or extended within *Workday*. The future of the position must be decided upon by the dean and the Provost. To cancel or extend a posting, send an email request to EMPL@fau.edu.

17. Once the candidate is hired, the search committee chair works with the recruiting partner to indicate the current status of the remaining active candidates in Workday that were not selected and the reason for the decision. Automatic notices will be sent to

those applicants.

- Employment application, posting documents, advertisements, and selection records are to be retained for seven anniversary years after the personnel action. *Workday* will store all information entered for the period required by law. In certain situations, especially when the new employee is not a U.S. citizen or green card holder, the hiring unit should retain original documents.

- Colleges are asked to communicate with FAU's Office of Comparative Medicine early in the search process if there is an expectation that the new position will utilize animal models for research.