

## FACULTY/STAFF RECRUITMENT AND SEARCH PROCEDURES

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*Responsible administrator: Director, Business and Finance*

*Last updated/reviewed: 9/19/2019*

**Staff Positions, New or Replacement** - Staff searches are coordinated through an on-line application system managed by AU Human Resources. A Request to Recruit memo is routed by the Department Head to Dean for approval. The Request to Recruit is then forwarded to the Provost's Office for approval. Upon receipt from the Provost, the Department Head will make recommendations for search committee members to the Dean. The search committee administrative support person will obtain Department Head approval for each appointment and send an appointment letter and confidentiality agreement to individuals on the committee. The committee charges can be comprised of any of the following: Developing the announcement; identifying an appropriate advertising campaign; soliciting/screening applications; collecting information on candidates; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. The committee administrative support person will work with the HR liaison in the Dean's office to post the position and establish an appropriate search venue, based on the position's responsibilities, geographic location of the position, and other unique factors. When the finalist candidate is approved by the Dean, the HR Liaison will conduct all salary negotiations and initiate the hiring process. The department administrative assistant will assist in processing all necessary documentation.

**Faculty, Administrator, and Post-Doc Positions** - To initiate a search, the Department Head (or designated administrator) must complete a PROV100 for new positions or a Request to Recruit for replacements which is then routed through the HR liaison in the Dean's office and approved by the Dean, then routed to the Provost for final approval. A search committee and an administrative support person is appointed by the Dean following recommendations from the Department Head. The Dean then establishes committee charges, which can be comprised of any of the following: developing the announcement; identifying an appropriate advertising campaign; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. The committee will review the applications and make recommendations for interviewees to the respective Department Head who presents the list to the Dean for approval to interview. Once interviewees are approved, interviews are scheduled. The committee provides the Department Head with a list of unranked, acceptable candidates. The Department Head confers with members of the department holding full professorial rank, or if the department does not include full professorial faculty, with those faculty holding associate ranks. No candidate should be selected or offered a position without submission of personal references and academic transcripts. The unranked list and faculty comments about the candidates will be submitted to the Dean. The committee administrative support person completes and submits the Form B documentation to the HR Liaison who will then work with the Provost's Office to complete the approval process. The Dean or his/her designee will negotiate all salaries and conditions and provide a letter of offer once final approval to hire is gained from the Provost. The department administrative support person will complete the hiring paperwork with the candidate.