

**SEARCH AND SELECTION PROCEDURES FOR ACADEMIC ADMINISTRATION,
FACULTY MEMBERS, AND ACADEMIC PROFESSIONAL STAFF**

Policy 4.2

Approved at University Council March 8, 2012

(1.0) Purpose

(2.0) The purpose of this document is to define search and selection procedures for Academic Administration, Faculty Members and Academic Professional Staff.

(3.0) Definition

(3.1) Convening Authority

The individual responsible for recommending the appointment for a particular position to the UHCL administration. For example, for faculty appointments the academic Dean or for units like the library or UCT the Executive Director. For positions that report to the Provost (i.e. deans, associate vice presidents, etc.) the Provost.

(3.2) Academic Administration - position within the academic division that is at the level of director or above. Includes, but not limited to, provost, associate vice president, dean, associate dean, executive director and director.

(3.3) Academic Professional - position within academic division that is an exempt professional position as defined by the Professional and Administrative Pay Plan and is below the level of director. Includes, but not limited to, associate director, assistant director, coordinator, and librarians.

(4.0) Policy

(4.1) Positions Covered by Policy:

(4.1.1) Faculty:

(4.1.1.1) All faculty positions, tenured or tenure track, non-tenured, half-time or more, for which there is a continuing appointment.

(4.1.2) Academic Administration:

(4.1.2.1) All administrative positions in academic areas which are half-time or more for an appointment period of at least one year.

(4.1.3) Administrative/Professional:

(4.1.3.1) All professional positions in academic areas which are half-time or more for an appointment period of at least one year.

(4.2) Positions Not Covered by Policy

(4.2.1) Faculty Positions

(4.2.1.1) All adjunct faculty positions which are less than half-time and/or only appointed on a semester basis

(4.2.1.2) Visiting faculty positions which are nonrecurring positions filled by the individual on a one year or less appointment.

(4.2.2) Academic Administrative positions:

(4.2.2.1) Appointment of an interim person to fill a vacancy until search and selection of a new appointment is made.

(4.2.3) Academic Professional positions:

(4.2.3.1) Appointment of an interim person to fill a vacancy until search and selection of a new appointment is made.

(4.3) Committee Selection Procedures for Faculty Positions and Academic Administrative/Professional Staff positions

(4.3.1) Faculty Positions Search Committees

(4.3.1.1) All faculty searches must be directed by a search committee, to be composed of members named by the Convening Authority and approved by the Provost.

(4.3.1.2) The search committee should consist of a minimum of five members, unless a written exception is granted by the Provost. The Chair will be designated by the Convening Authority.

(4.3.1.3) Professors, associate professors, assistant professors and other faculty who hold half- time positions or greater in the college are eligible for membership on the search committee. When appropriate, the Convening Authority may name one or two committee members (a) from outside the college, (b) from the professional community, or (c) students. Minorities and women should be part of the search committee membership, unless no minorities or women are available in the academic area of the search or a related area to the search.

(4.3.2) Academic Administration Position Committees

(4.3.2.1) All searches must be directed by a search committee to be composed of members named by the Convening Authority.

(4.3.2.2) The search committee should consist of a minimum of five members, unless exception is granted by the Provost. The Chair will be designated by the Convening Authority.

(4.3.2.3) Full-time faculty, and administrative/ professional staff are eligible for membership on the committee. In addition, the Convening Authority may also select as appropriate, students and members of the professional community. Minority groups and women should be part of the search committee membership, unless no women and minorities are available in the area or a related area.

(4.3.2.4) Positions which include a tenured or tenure track academic appointment should be approved at the time of the on campus interview by the appropriate faculty body responsible for the academic area in which tenure is desired.

(4.3.3) Academic Professional Position Committees

(4.3.3.1) All searches must be directed by a search committee to be composed of members named by the Convening Authority.

(4.3.3.2) The search committee should consist of a minimum of five members, unless exception is granted by the Provost. The Chair will be designated by the Convening Authority.

(4.3.3.3) Full-time faculty, and administrative/ professional staff are eligible for membership on the committee. In addition, the Convening Authority may also select as appropriate, support staff, students and members of the professional community. Minority groups and women should be part of the search committee membership, unless no women and minorities are available in the area or a related area.

(4.3.3.4) Positions which include a tenured or tenure track academic appointment should be approved at the time of the on campus interview by the appropriate faculty body responsible for the academic area in which tenure is desired

(4.4) Developing a Search Plan

(4.4.1) Operation of the Search Committee

(4.4.1.1) The scope of responsibility and the procedures and timetables for each search committee shall be either specified by Convening Authority or delegated to the search committee chair.

(4.4.1.2) In developing a recruitment plan, the chair of the search committee and the Convening Authority, should contact the Office of Human Resources for the most recent utilization analysis of women/minority employment. If the college has an under-representation of minorities and women, there must be specific recruitment activities to solicit applicants in these groups.

(4.4.1.3) The search committee cannot act beyond developing a Search Plan until the Exempt Search Plan and the job description have been approved by the Convening Authority, the Provost and the Affirmative Action Office.

(4.4.1.4) Before formal initiation of the search or announcement of the position, an Exempt Search Plan must be completed. In developing the recruitment plan, the following concerns should be taken into account.

(4.4.1.4.1) The chair and the search committee must identify and use sufficient contact sources and communication outlets to solicit a diverse pool of qualified applicants. A search may be disqualified solely on the basis of a very limited advertising list at the time of plan approval.

(4.4.1.4.2) All searches must be national in scope and should make every effort to target minority, ethnic and women candidates. (Search committees who do not desire to conduct a national search will require special authorization from the Provost or President.)

(4.4.1.4.3) Recruitment efforts should consider use of professional associations, professional contacts at universities with quality academic programs in the area of the search, and professional contacts in the area of interest.

(4.4.2) Plan Contents

(4.4.2.1) Job Description

The job description should be succinct, yet give sufficient detail of specific job responsibilities and key qualification for selection of candidates. Mandatory credentials, expertise and background experiences should be clearly stated.

(4.4.2.2) Advertising Plan

(4.4.2.2.1) All job announcements must include an equal opportunity statement which has been approved by the Office of Human Resources (Refer to Faculty Search Manual: Office of HR).

(4.4.2.2.2) If a deadline date is stated, applications received after the deadline must not be considered. It is preferable to provide a date when formal screening will begin or include this wording: "Applications or nominations will be accepted until the position is filled." A minimum of one month should be given for advertising before consideration of the candidate pool.

(4.4.2.2.3) All job announcements which will be placed as advertisements in professional journals or national newspapers as well as sample letters to be sent to professional organizations, registries and universities must be given prior approval from the Office of Human Resources. There should also be focused advertising to minority institutions or groups. Funding for advertisement of positions is the responsibility of the respective unit and should be identified in the search plan. No advertising should be finalized without approval from the Provost's Office regarding costs in relation to funding.

(4.4.2.3) Interview Plan

The search committee is responsible for designating appropriate procedures to equitably review and screen all candidates. These procedures should allow for impartial consideration, given the stated criteria of the job description, and should involve a majority of the committee in all decisions. When assessing the candidates, there should be opinions included from colleagues at the nominee's institution and other qualified individuals as reference sources. If possible the use of in person interviews at professional meetings is encouraged to increase the range of applicants. The files should have documentation of either oral or written comments by references. Interviews of the candidate by phone should be documented either in a written statement of the substance of the conversation or written interview notes, with such documentation placed in the candidate's folder.

(4.4.2.4) Budget

The plan should include a clear and appropriate budget for both advertising and interviewing that will allow a successful completion and that has been agreed to by the Convening Authority.

(4.4.3) Approval of Search and Recruitment Plan

Development of a Plan (See Resource Available: Office of Human Resources: Faculty Search Manual)

(4.4.3.1) Submission of the Exempt Search Plan.

In submitting this form the chair of the search committee should attach copies of the position description. All signatures should be affixed to the approval form prior to submission.

(4.4.3.2) Job Description and Advertisements

The Convening Authority is responsible for the authorization of the search, the selection of the search committee, development of the job description and the recruitment plan. When the Exempt Search Plan, job descriptions, advertisements, and position announcements are approved by the Office of Human Resources, the search process can begin with the submission of job announcements to respective journals and organizations.

(4.5) Implementing the Search Plan.

(4.5.1) The chair will be responsible for establishing and processing applicant files. The chair will also be responsible for maintaining the confidentiality of the files and to maintain records of the key activities and pools of applicants throughout the process of the search.

(4.5.2) The search committee should identify and recommend to the Convening Authority, based on the pool of applicants, as many as three qualified finalists for appointment consideration. A larger pool of finalists may be considered for positions of Dean, Senior Vice President for Academic Affairs and

Provost and related positions. Where only one qualified candidate is identified, the Convening Authority has the prerogative of reopening the recruitment and search process.

(4.5.3) All search committee recommendations should be made by majority vote of committee. A quorum shall consist of 60 percent of the committee membership.

(4.5.4) The recommendations for finalists for the position should be submitted to the Convening Authority. The Convening Authority may require additional documentation, such as the search committee's assessment of each finalist or any related input from faculty/staff groupings. This assessment by the committee should present all key evidence, major support and any dissenting opinions.

(4.5.5) The search committee is responsible for conducting the initial search, screening of applicants and presenting recommended candidates for further consideration to the Convening Authority.

(4.6) Completing the Hiring process.

(4.6.1) Once the Convening Authority has received the appropriate documentation, he/she will normally conduct an on-campus invitational interview. This final stage of the process should be conducted by the Convening Authority and the chair of the search committee. During this on-campus interview, there should be appropriate opportunities for the university unit to interact with the candidate. Additional documentation of feedback from university personnel/students

regarding the candidate should be collected and submitted to the Convening Authority. Each Convening Authority is responsible for developing procedures for on-campus interviews at this stage.

(4.6.2) In considering the search committee's recommendations, the Convening Authority may, at his/her discretion, request the committee- to (a) study further any individual candidate or (b) to make recommendations of other candidates from the pool either before or after the campus interviews. If the committee determines that there are no other qualified candidates worthy of recommendation, the Convening Authority may decide to declare the search failed. In instances where the Convening Authority judges the committee's recommendations to be unacceptable, and the committee determines that there are no other qualified candidates in the pool, Convening Authority may decide to declare the search failed.

(4.6.3) If an acceptable candidate is identified, the Convening Authority shall be responsible for conducting informal discussions with the candidate regarding his/her availability, salary requirements and other related employment matters. On the basis of these informal discussions, the Convening Authority may contact the Provost (or President in select situations) to discuss the candidate and his or her requirement for employment. During this discussion, a determination could be made regarding the ability to recommend this candidate for employment. If the discussions support an unofficial recommendation of the candidate, the Convening Authority will be charged with the responsibility to re-contact the candidate and discuss mutual agreement of the recommendation for employment.

(4.6.5) With the agreement of the candidate and the Convening Authority regarding conditions of employment, the Convening Authority will submit the recommendation and candidate file to the Provost (or the President in select situations). The Provost will submit the recommendation and a possible offer letter with the candidate file to the President. Upon approval of the President, an appointment letter will be sent to the candidate noting that the appointment is subject to review approval by the Board of Regents for the University of Houston System. Upon acceptance of the position, the chair of the search committee should send the remaining active candidates a dignified letter regarding the completion of the search. The chair will be responsible for bringing closure to the search by completing all necessary documentation as required by the Office of Human Resources (refer to Faculty Search Manual).