Academic Affairs Faculty Hiring Process

Faculty hires may be in the form of four different types: planned vacancies, new faculty line, visiting faculty, and emergency hires. All faculty hires require Provost approval. The hiring process for these four requests for hire is outlined below and summarized in the infographics on pages 3 and 4.

- **Planned Vacancies**
  - These permanent faculty lines are usually as a result of retirements, terminal years, or current faculty member providing a semester or more of notice prior to leaving
  - Faculty Hire Process (also see the Academic Affairs Faculty Hire Process flowchart on page three)
    - College dean will engage with department chairs and/or program coordinators to balance immediate, long-term, and strategic needs in order to determine the program where faculty are needed.
    - College gathers the following data and documents for submittal to the Academic Affairs Chief Business Administrator (AACBA)
      - Position Request Form
      - Organization Chart of the program where the faculty line will reside
      - Faculty line Position Description
      - Ad for posting faculty line
      - Brief rational for faculty line - be certain to include in your rationale the significance of this position in terms of teaching, scholarship (if applicable) and service. A description of the professional development for the new hire is required.
      - Using the Provost Office central data source generate the following data for the prior three academic years broken out by undergraduate and graduate: (1) SCHs; (2) duplicative headcount; and (3) courses
      - In collaboration with the AACBA and college business administrator, generate revenue (tuition only) and program expenses for the prior three academic years including faculty salaries, staff salaries (if applicable), GTA/GRA expenses, adjunct/overload expenses, and other applicable expenses.
      - Forecast and project revenue, expenses, and SCHs for the next three academic years.
    - If necessary, the AACBA may request additional information or updates to documents within five business days. If no additional information is required, the AACBA will submit to Provost for review.
    - Provost will review the submission, if necessary, Provost may request additional information via the AACBA prior to rendering a decision. If no

additional information is needed, the Provost will provide either an approval or denial of request within five business days.

- For approved requests, the college business administrator will enter an ePRF with the following attachments: position request form, organization chart, position description, and provost approval email.
- AACBA will provide the President's Office with a monthly update of the AA positions database.
- See the Human Resources Faculty Hire Process flowchart on page four for the search process once the ePRF is approved.
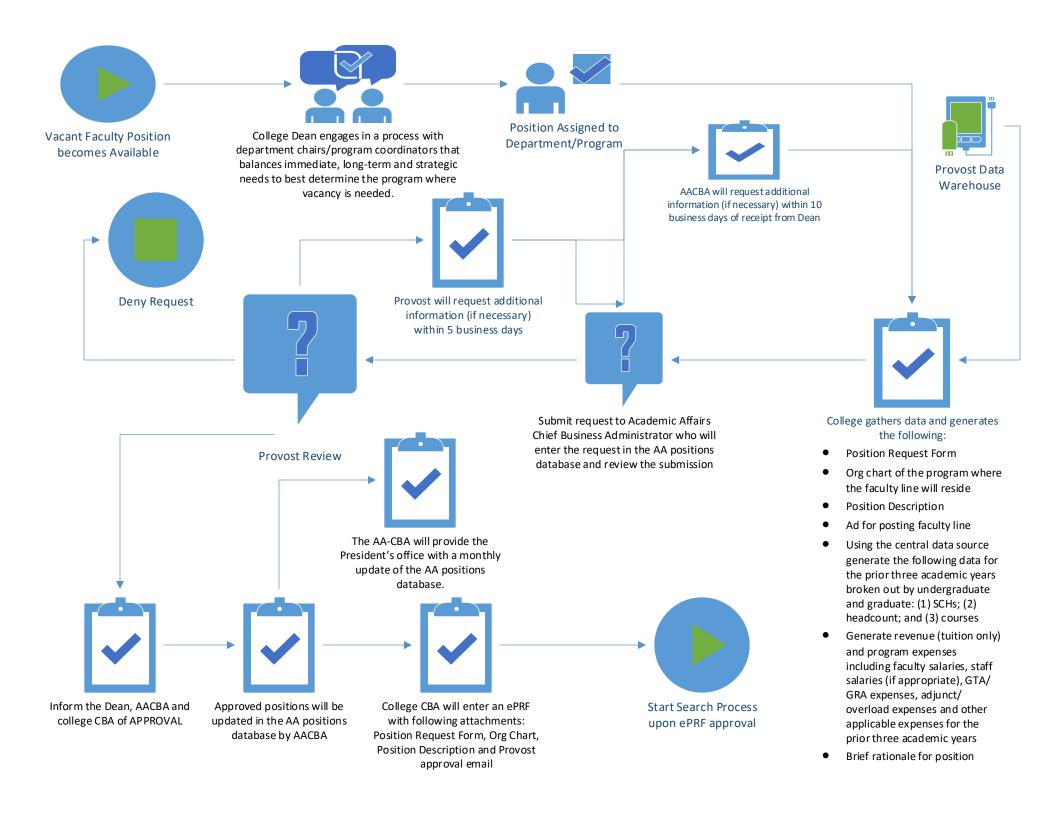
- **New Faculty Line**
  - These permanent faculty lines are usually derived from a new program as result of an approved proforma or a request for new base funding for an existing program.
  - New faculty lines follow the same request to hire process as the outlined above for a planned vacancy faculty line.
  - New positions from an approved proforma can submit their proforma documentation for the new faculty line and any metrics associated with the position in place of the rationale section.

- **Visiting Faculty**
  - These temporary faculty lines are generally visiting assistant professors or visiting lecturers and coincide with hiring for a planned vacancy or new faculty line.
  - These faculty lines are for 1-2 academic years.
  - Because these coincide with hiring permanent faculty, see the request to hire process as the outlined above for a planned vacancy faculty line.

- **Emergency Faculty**
  - These usually occur due to unforeseen vacancies in a current faculty line as a result of faculty leaving on short notice, death of a faculty member, or current faculty member on FML for extended leave.
  - These temporary, non-benefits eligible faculty lines are approved by the Provost for 1-2 semesters.
  - Emergency faculty hires may be requested via the college dean in the form of an email to the Provost with a cc to the AACBA.
  - Data analysis and detailed documentation is not necessary however a strong rationale for the need to fill the vacancy via an emergency faculty hire is required.
  - A subsequent request to fill the vacancy with a permanent faculty hire should follow the same request to hire process as the outlined above for a planned vacancy faculty line but is not required at the time of the emergency faculty hire request.

Vacant Faculty Position becomes Available

College Dean engages in a process with department chairs/program coordinators that balances immediate, long-term and strategic needs to best determine the program where vacancy is needed.

Position Assigned to Department/Program

AACBA will request additional information (if necessary) within 10 business days of receipt from Dean

Provost Data Warehouse

Deny Request

Provost will request additional information (if necessary) within 5 business days

Submit request to Academic Affairs Chief Business Administrator who will enter the request in the AA positions database and review the submission

College gathers data and generates the following:

- Position Request Form
- Org chart of the program where the faculty line will reside
- Position Description
- Ad for posting faculty line
- Using the central data source generate the following data for the prior three academic years broken out by undergraduate and graduate: (1) SCHs; (2) headcount; and (3) courses
- Generate revenue (tuition only) and program expenses including faculty salaries, staff salaries (if appropriate), GTA/GRA expenses, adjunct/overload expenses and other applicable expenses for the prior three academic years
- Brief rationale for position

Provost Review

The AA-CBA will provide the President's office with a monthly update of the AA positions database.

Inform the Dean, AACBA and college CBA of APPROVAL

Approved positions will be updated in the AA positions database by AACBA

College CBA will enter an ePRF with following attachments: Position Request Form, Org Chart, Position Description and Provost approval email

Start Search Process upon ePRF approval

Human Resources Faculty Hire Process

Start of the Faculty Hiring Process through Human Resources

The request to fill a faculty position is submitted by the CBA through the Strategic Hire approval process.

Upon approval of the ePRF, HR creates a requisition in the TALEO online application system.

HR initiates a recruitment plan with the College to establish a search committee. The search committee composition is approved by the Executive Director for Human Resources

The job ad is approved by the Chief Diversity Officer and HR posts the position through TALEO, eQuest and any identified discipline specific publications/ websites

The Search Committee Chair coordinates with the Chief Diversity Officer to complete Search and Screen training.

The selection rubric is submitted to the Chief Diversity Officer for approval.

HR provides the search committee with TALEO access to screen applicants for initial interviews.

Search committee obtains approval of interview question rubric from Chief Diversity Officer. A committee member contacts candidates to be interviewed.

Committee conducts interviews and identifies semi-finalists for virtual campus interview

Search committee completes mid-search process with Chief Diversity Officer. HR conducts background check on semi-finalists.

Search committee conducts semi-finalist interviews and determines finalists to be forwarded to College Dean to review.

Dean recommends finalist and submits to Provost for approval to extend verbal offer.

Dean extends verbal offer to finalist. Upon acceptance HR generates offer letter in TALEO.

HR submits offer letter to Provost Office for review and Provost's Office submits to President's Office for signature.

Upon candidate acceptance HR initiates on-boarding process in TALEO and recruitment file is closed out.