****

**REQUIRED PROCESS & CHECKLIST**

**FACULTY SEARCHES 2017/2018**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GEMS Position #\_\_\_\_\_\_\_\_\_\_\_**

**School/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Glossary:**

**EOL = Equal Opportunity Liaison**

**HUD = Hiring Unit Director**

**RPA = Request for Personnel Action**

**SC = Search Committee**

**SCC = Search Committee Chair**

**SF = Search Facilitator (Staff**

**Support)**

**The Dean has authority to approve the following:**

Search Committee Composition

* Search Plan
* Position Description
* Candidates to be Interviewed
* Faculty Hiring Proposal

**I. Search Preparation:**

**Hiring Unit Director (HUD)** forms the Search Committee**,** designates the Search Committee Chair and ensures that the search committee is as diverse as reasonably possible in terms of race, ethnicity, and gender according to the guidelines below.

**CoTA Search Committee Composition for Faculty Positions**

1. The Committee must have a minimum of 5 members:  a minimum of 3 Faculty, 1 Student, and at a minimum, either 1 community/alumni representative or 1 Staff/Administration representative;
2. Representation must include diversity in gender and race/ethnicity.  A committee of 3 Faculty must include at least one female and at least one minority Faculty representative of race/ethnicity.
3. Minority representation must be at peer rank with the position being searched.

4. Student representation is required. Gender and race/ethnicity should be considered in the student appointment, however, this representation should not be considered as sufficient to serve as the minority representation.

5. Community/alumni representation is important in all searches and should be considered in the

nomination/selection process for search committee members.

6. Staff and Administration representation is important in all searches and should be considered in the

nomination/selection process for search committee members.

7. Other appointments should be considered as appropriate to the position being searched.

**Search Facilitator (SF)** prepares the *Search Committee Composition* form and sends to **Equal Opportunity Liaison (EOL)** for review and approval by the Dean. If approved, **EOL** or the Dean informs **HUD** of the outcome and **HUD** informs **SCC** to proceed. If not approved, **EOL** returns the form to the **HUD** for modification per the Dean’s instruction. The revised form is returned to **EOL** for further review and subsequent Dean’s approval.

A **new** Search Committee Chair (SCC) along with the **HUD** & **SF** shouldattend training on the search process with the **EOL** before the first search committee meeting. The **EOL** will provide the **new** **SCC** with a folder on the CoTA Faculty Searches Guidelines for Recruitment and Selection. The **EOL** will provide folders to all search committee members.

Currently, for the 2017/18 academic year, only the School of Music will conduct a faculty search or searches; a briefing will be held on Frida, December 1, 2017. The **SF** and **EOL** will coordinate this event; the Dean will formally charge all search committees with their responsibilities and representatives from the General Counsel’s Office and the Office of Diversity, Inclusion and Equal Opportunity (if available) will give presentations. This is a mandatory session for all search committee members and the session will be videotaped. ***If a search committee member is not able to attend the session, SKYPE is an option or arrangements must be made for them to watch the video in the Dean’s conference Room (FAH 110) before they can participate in the search committee process. Further, the search committee chair cannot proceed with any search committee activity until all search committee members have either attended the briefing session or watched the videotape.***

**II. Search Committee Meetings**:

**SF –** The search facilitator is responsible for organizing the search process with the search committee chair (**SCC)**, overseeing the technical/logistical aspects, corresponding with search committee members, preparing agendas, attending all meetings and taking minutes. The search facilitator **must** post public notification of each search committee meeting and an agenda (according to the Sunshine Law). ***Meeting notices must be posted a minimum of 72 hours (three business days) before the proposed meeting to the University’s Calendar for Search Committee Meeting Notice***  <http://webcal.forest.usf.edu/cal/main/showMain.rdo>. It is preferable to give as much advance notice of a search committee meeting as possible; five (5) business days is optimal.

**SF** **must** take minutes at all search committee meetings and retain them as part of the committee’s records. In the event that the search facilitator is unable to attend a particular search committee meeting, they must advise the **SCC** so that a designee can be appointed in advance to facilitate the meeting (i.e., prepare agendas and take the minutes). ***Email communication among the search committee members is a violation of the Open Meetings Law. Search committee members are to communicate only with the Search Facilitator via email.***

**SF and** the **SCC** schedule the first committee meeting. The **EOL** may be invited to attend to answer procedural questions and review the search process.

**Search Committee (SC) -** Creates the position description and drafts the faculty search plan which must include the minimum and preferred qualifications, application deadline, advertisement placement, and the proposed search timetable. **The position description and faculty search plan must be submitted to the Director for his/her review and approval before the documents are forwarded to EOL for review and the Dean’s approval.**

* Minimum and preferred qualifications as well as duties.
* Formal position description/ advertisement (short and long form).
* Applicant’s Evaluation/Recommendation Sheet – Screening Process

(This can be done at a subsequent meeting).

**NOTE**: **Once the search committee decides on the application deadline date, either of the following statements may be used:**

a. Application must be received by \_\_\_\_\_\_\_; or

b. To ensure full consideration please apply by\_\_\_\_\_\_\_\_\_\_; however,

applications will be received until the position is filled.

Any alteration to either of these statements **must** be approved by the **EOL**. The search committee can begin reviewing applications in Careers@USF as they are received.

**III. Search Process:**

**1. Upon the Dean’s approval**,the **SF** will enter the position description into Careers@USF, the

University’s online employment application system. The **SCC** or **HUD** will be responsible for placing

additional approved ads. **The Diversity, Inclusion & Equal Opportunity Affairs office advertises**

**combined university-wide ads in the following three minority publications: Diverse Issues in Higher Education, The Hispanic Outlook and Women in Higher Education**.

**2. SF** according to *Faculty Search Plan*, and in consultation with CoTA Budget Director, prepares advertisements, purchase orders, processes invoices, etc., at the unit level.

**3. SF** date stamps and logs all supplemental materials received that cannot be submitted online (e.g., portfolios, CDS, etc.). All applicants must apply for the position online at <https://employment.usf.edu>. **It is important to note that applicants must upload resumes/vitas, references as “one” document. The system does not allow for them to add additional documents after the application has been submitted.**

**4**. After the application deadline submission date, the **EOL** will receive the EEO summary reports from Central HR. The **EOL** and the **Dean** will review the diversity (gender/race) of the applicant pool. If the percentage of faculty of color among the candidates is less than what the Dean deems is reasonably indicative of what the discipline market data indicates, the Dean may close the search (unless there are clear, documentable extenuating circumstances).

***The applicant pool can also be certified based on good faith efforts, therefore documentation of***

***solicitation of minority candidates is extremely helpful and highly recommended. A Phone Call & Email Contact Worksheet in included as an attachment in the Search Committee Member’s folder.***

**5**. **EOL -** Once the applicant pool is approved by the Dean, the **SCC** and **SF** are informed to proceed with

the search.

**6**. **SC** must review applications according to selection criteria posted in Careers@USF and apply the evaluation system to identify those who do not meet minimum advertised requirements. As soon as

possible after the **SC** determines the applicants who meet the minimum requirements, the **SF** will

change the applicant status in Careers@USF and notify the **EOL**.

**7.** The **SF** will change the status of all applicants who **do not** meet the minimum advertised requirement

and send an email notification through Careers@USF. The applicants that remain are deemed qualified

for the position.

**Caution**: *Amended by Gerard Solis, Deputy General Counsel, February 3, 2015.*

The **SC** is advised not to contact persons not identified by the applicant or permitted by their application without notice to the applicant.  As a professional courtesy, the **SC** *should try* to notify the applicant when it intends to consult references. The **SC** *should* inform the applicant if the **SC** intends to obtain additional references than those provided by the applicant.  For example, the **SC** could advise the applicant that it will ask each reference listed to provide the names (and ideally contact information) for two other individuals who can provide a professional comment on the applicant).  If the **SC** chooses to seek additional references than those provided by the applicant, then it should do so for all applicants at same stage of review (i.e. additional references will be sought for all applicants invited to campus).  As a professional courtesy, references should generally be contacted as late in the process as is practicable; however, only contingent offers should be made prior to references checks.  Finally, if a candidate makes it far enough in the process to have references checked, then the **SCC** should obtain a reference from the immediate supervisor of each applicant whether listed as reference or not (*Verification of Telephone Call to Candidate’s Immediate Supervisor Form*).  As noted, the applicant should be advised that the supervisor will be contacted if not already listed as s reference.

The **SC** should not accept unsolicited references or opinions from sources outside of the search committee process.  If something troubling is brought to the **SC’s** attention from an unsolicited source, then the SF should contact the General Counsel’s office to discuss options for review and response.

**8.** **SC**- May choose to use a telephone interview or Skype process to narrow the pool of applicants in order to determine which applicants will be considered for the campus interview process. The telephone or Skype interview process **must** be included in the Faculty Search Plan. The Dean must approve all candidates for the telephone interview or Skype process. The SF should include copies of the applications for those candidates.

9. **SC** - For the remaining candidates’ additional selection devices (results of employment verifications,

telephone interviews, performance evaluations, analysis of official transcripts, etc.) may be applied to

evaluate semi-finalists and determine whether they are advanced or not advanced in the campus interview process.

**10.** **SC** – A list of the remaining final candidates in alphabetical, non-ranked, order is forwarded to the Hiring Unit Director along with their strengths. The search committee is reminded that any finalist that is brought to campus is qualified for the job. No candidate that is unacceptable for the position should be sent forth for consideration.

**SCC** - Communicates with the **HUD** to discuss the committee’s recommendations. The **HUD** forwards the recommendations to the Dean along with his assessment of which applicants should be brought to campus. The SF should also include copies of the applications for those candidates. The **Dean** and/or the **HUD** has the prerogative to consider strengths as they relate to the job. The **Dean** will approve the candidates for campus interviews.

**12.** After the campus interview process is completed, the **SCC** will convene the final meeting of the search

committee. The finalists will be reviewed in alphabetical order and their strengths will be discussed.

The **SCC** will send the alphabetical, non-ranked, list of recommended finalists (and a narrative annotating their strengths) to the **HUD** and the **Dean**. The **HUD** will review the search committee’s recommendation with the **Dean** and determine which applicant(s) will be considered for final selection, and may at this time re-introduce candidates and/or re-evaluate the candidates.

**IV. Campus Interview Process:**

**Candidates approved for campus interviews.**

**SCC** notifies candidates of intent to interview and that documents will be sent to them to complete and bring with them to the interview (if applicable). **SF** updates their status in Careers@USF andsends candidates any forms that need to be completed and information packets about CoTA/USF/Tampa, etc., if this has not been done.

**SF** schedules interviews for candidates. When completed, prints the schedule for each candidate and distributes copies to all involved in the interview process. The vitae and employment application can be viewed online at Careers@USF.

**INTERVIEW NOTES:**

1. All candidates must meet with following individuals/groups:
   * Dean
   * Entire Search Committee
   * CoTA Diversity Workgroup
   * Hiring Unit Director
   * HU’s Office Manager for reimbursement procedures

**SF** will distribute and collect the evaluation forms for each individual/group that the candidates interview with. The **SF** completes a search expenditure reimbursement request form and gives to CoTA Budget Director.

**SF** keeps all employee verification, telephone interviews, evaluation forms and analysis of transcripts (if applicable). These will be used to determine the strengths of the finalists.

**SCC** – Convenes final meeting of the search committee. The finalists will be reviewed in alphabetical order and their strengths will be discussed. The **SCC** will send the alphabetical, non-ranked, list of recommended finalists (annotating their strengths) to the **HUD.**

**The responsibility of the Search Committee is now complete!**

The **HUD** will review the search committee’s recommendation(s) and prepare an “executive summary” of the final candidates for submission to the Dean. ***“Approval of a search committee’s/chair’s recommendation to hire is required by the Office of the Provost (through Dr. Dwayne Smith) in advance of extending a Letter of Offer.”*** Upon Dr. Dwayne Smith’s approval, the **HUD** and the **Dean** will begin the negotiation process for hire.

The **Dean** and/or the **HUD** will notify the **EOL** and the **SF** of the selected candidate. The **SF** initiates the Hiring Proposal in Careers@USF and forwards it to the **EOL** for review and corrective action, if necessary. The **EOL** prepares the letter of offer in consultation with the **HUD** and obtains the Dean’s signature. **EOL** forwards the original letter of offer to the Provost’s Office for signature. Upon the Provost’s Office approval, the original letter of offer is sent to the **SF** for mailing to the prospective faculty member along with other pertinent information. A copy is maintained in the new faculty member’s file.

**HUD** – Offer made.

When the approved candidate has accepted the position and returned the signed original offer letter, the **SF** sends letters (dictated by **HUD** in consultation with the **EOL** if necessary) to all other final candidates and updates their status in Careers@USF. The **SF** initiates the background check for the selected candidate. The **EOL** finalizes the Hiring Proposal in Careers@USF.

**Closing the Search**

**SF** returns all supporting application materials to applicants (if applicable). **SF** sends all backup materials to the **EOL** for storage including the following:

1. Approved search committee composition form and approved faculty search plan.
2. Originals/ copies of all ads placed, online listings, networking logs (names/phone

numbers/ emails, etc.).

1. Meeting minutes, related materials and applicants’ files.

The Dean sends thank you letters to Search Committee Chair and Committee Members for their participation and completion of a successful search.