Faculty Search Guide

Once you have received approval from the Provost/President for a new Faculty hire, use this guide to help you through the Search process. Please note that EOS will only accept the new forms currently on the website and not any old forms you might have used in the past. If you submit an old form it will be returned to you to complete again.

I. Department Chair and/or, Dean sends Faculty Recruitment Form and Job Posting Ad (Word Document) to EOS and Vice Provost for Faculty Affairs for review and approval.

II. EOS and Provost’s Office review Search Committee composition for diversity and, once approved, the search committee attends Diversity Training. If not approved, need to reconstitute the committee with diversity in mind. Provost’s office will verify position approval.

III. When approval is given your advertisement will be upload into PeopleAdmin Posting Documents section (Word format). (approval will can take up to 48 hours)

IV. Interventions to Avoid Common Biases or Errors in Search Process Numerous studies have demonstrated the role that bias plays in hindering diverse recruitments. Acknowledging that we are all subject to bias is a critical step to mitigating its impact.

Consider incorporating the following evidence-based interventions to minimize bias and ensure an equitable search:

1. Document the entire search process. Creating a record of search committee discussions, advertisements, nominations, recruiting efforts, interviews with candidates, interviews with references, and rationale for selecting or refusing candidates will allow committee members to review their process for evidence of bias, and correct as needed.

2. Educate committee members on hiring biases. Research has shown that when decision-makers learn about hiring biases they are more likely to evaluate candidates fairly.

3. Establish evaluation criteria. Deciding in advance of reviewing applications which criteria will be used, and how they will be weighted, will help evaluators avoid common cognitive errors such as: • elitism—assuming that individuals from prestigious institutions are the best candidates without viewing all applications more closely and/or considering the needs of the department; • shifting standards—holding different candidates to different standards based on stereotypes; • seizing a pretext—using a minor reason to disqualify a candidate without properly considering all other criteria; before the search • ranking prematurely—designating some candidates as more promising than others without fully considering strengths and weaknesses of all applicants; and • rushing to judgment—having strong group members, particularly those with seniority, reach and express consensus without sufficient discussion, which may make it difficult for others to challenge those conclusions.
4. **Spend sufficient time reviewing applications.** Allow adequate time (15–30 minutes per candidate) for the committee to evaluate applications, to decrease the likelihood of arriving at biased judgments of applicants.

5. **Create multiple rankings based on different criteria.** Rather than a single ranking system based on holistic assessments of candidates, a more objective way to build a shortlist is to rank candidates on different criteria and then choose candidates who rank highly on a number of criteria.

6. **Interview more than one woman and/or underrepresented minority candidate.** Women and underrepresented minority candidates are more likely to be evaluated fairly when they are not the only candidate of their gender, race or ethnicity under consideration. This phenomenon may result from the gender and/or race of the applicant becoming less prominent in a more diverse pool of applicants. Developing a Search Plan When developing a search plan, the search committee

V. **Reviewing of Applicants** – The University has gone to an on-line application system once your committee has met with EOS Executive Director and signed confidentiality agreement they will be given access to PeopleAdmin.

   a. Discuss, prior to interviewing candidates, how dimensions listed in the job ad will be weighted and valued.
   
   b. When reviewing candidates the search committee should establish criteria for evaluation candidates based on need of department and the university.
   
   c. Ensure that each candidate is evaluated on all criteria listed in the job ad and identified as meaningful in the search.
   
   d. **Before candidates can be contacted for phone, Skype or Airport interviews the search committee must submit an Interview Request form to Faculty Affairs and EOS for Diversity Approval for campus visit. If disapproved, Search Committee goes back to the pool or is requested to enlarge the pool.** [In order to be competitive, if a promising candidate who meets diversity definitions, is identified, the department may bring the candidate to campus early. In this case, notify Provost. This comes out of the department’s search budget. There are no additional funds]
   
   e. The status of the candidate in PeopleAdmin should be changed to “Interviewed”. Those not selected should be changed to “Not Recommended for Interview”

VI. **On Campus Interviews** – Please complete the following before bringing any candidate to campus for an interview.

   a. Committee decides on short-list for Campus Interviews.
   
   b. Submit an On-Campus Request Form to the Faculty Affairs and EOS for approval.
   
   c. The selected candidates’ status in PeopleAdmin should be changed to “Short List from Interviewed”. Those not selected for On-Campus interviews should have the Status “Not Recommended for Interview”
d. Include a rational for each candidate you would like to invite to campus explaining why you chose them over the other candidates from your short list.

e. Once approval has been received submit Criminal Background Check Request form. This could take up to 48 hours to get results.

f. The Department ranks candidates and makes recommendation for hire.

VII. Hiring Candidate

a. Once a candidate has been selected for hire. All candidates that were interviewed but not hired should have their status changed in PeopleAdmin to Interviewed, Not Hired.

b. Verbal offer from Department Chair/Dean can be given if no start-up cost is requested of the Provost.

c. If there are start-up costs, the Dean needs to negotiate with Provost and/or VPR for funding sources before making verbal offer. Once agreed all parties sign attachment A of Offer Approval Request Form.

d. Submit STARS Proposal to the Provost and VPR if appropriate.

e. Dean reviews hiring package (office space, CCQ, Courses to be taught) and sends a copy to Provost’s office.

f. Send copy of the acceptance Dean sends draft of offer letter to Provost for Review.

g. Receives approval or makes changes requested by the Provost.

h. Dean signs and sends offer letter to candidate once approved.

i. Send copy of the acceptance along with the Offer Approval Request Form and signed attachment A to the Provost. Notify provost on non-acceptances as well.

VIII. Closing the Search

a. Regret letters may be sent via email. - Send your regret letters to candidates that were interviewed but not selected. All others will be sent through PeopleAdmin when the position status is changed to Filled.

b. Closing search without a hire – If the search committee has decided that none of the candidates meet the department’s requirement and you want to close the search without filling the position have the Search Chair send an email to efreeman@uta.edu stating the committee is closing the search without a hire. The email is all that is needed for EOS to close the search for you.

c. All positions not filled by May 31st will have their postings closed removed from website unless a request is sent by Dean of College and approved by Provost to remain open.

IX. New Hire Orientation and On-boarding

a. Prior to starting department should request a photo of new faculty member to be sent to Faculty Affairs.

b. New Faculty should also be sent to Human Resources prior to start date to fill out new hire paperwork and attend new employee session.

c. If new Faculty is a foreign national they should be referred to International Employment Coordinator as soon as offer has been accepted to discuss work eligibility. (See note below for additional information).
Additional Information

International applicant hiring process

If you think that it’s possible the candidate you may hire could be a non-resident and will require a work visa you may need to place your advertisement in a special type of publication for the potential permanent residency process. It is recommended that you consider this as you’re starting your search and place this advertisement as part of the search phase. Please check with Eddie Freeman, efreeman@uta.edu he can guide you with the requirements.

Ad requirements – Include the following in your advertisement. (For more instructions on creating your ad see Faculty Search Manual)

a) Title for the position i.e., Assistant, Associate, or Professor
b) Department/College
c) Description of position requirements
d) Diversity statement
e) Degree requirements
f) Educational preferences
g) Information about UTA and the Department’s accomplishments
h) Where and how to apply
i) EOS required statements