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. Search steps for completing the first phase of your search – When starting your search, complete the search forms listed below. Once they have been completed and your advertisement has been written upload into People Admin Posting Documents section (Word format). Keep a copy for your department’s records.
   a. Search Committee Form
      i. Complete the Search Committee form – If there are less the 5 members a signature from the Dean is required.
      ii. Attach Confidentiality Agreement
   b. Faculty Recruitment Form (must be approved by Provost prior to )
      i. Complete all fields
      ii. List any additional publication or papers that your search committee will be using for the search.
      iii. Include a job description with qualifications and application materials needed.
      iv. Include an Admin contact name, ext. and email address
      v. Have form signed by the Department Chair and the Dean
      vi. Wait for approval from EOS with posting number. The approval can take up to 48 hour.

II. 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.

**III. 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 the Provost for approval and EOS review.**

e. **The status of the candidate in PeopleAdmin should be changed to “Request EOS Review”. Those not selected should be changed to “Interviewed Not Hired”**

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

a. Submit an On-Campus Request Form to the Provost for approval and EOS review.
b. The selected candidates’ status in PeopleAdmin should be changed to “Request EOS Review to Interview”. Those not selected for On-Campus interviews should have the Status “Not Recommended for Interview”

c. 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.

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

e. The search chair is responsible for updating the status of the candidates in PeopleAdmin.

V. Hiring Candidate

a. Once a candidate has been selected for hire and has verbally accepted offer a new hire proposal should be started. All candidates that were interviewed but not hired should have their status changed in PeopleAdmin to Interviewed, Not Hired.

b. Select Posting and then select applicant that has received a verbal offer. See below.

c. Click Save and it will take you back to the applicant screen.

d. Next under Take Action on Job Application. Select Start ATS Hiring Proposal.

e. Complete Hiring Proposal

f. Administrative Assistant or Department Chair should upload into PeopleAdmin the following:

   i. Offer Approval Request Form
   ii. Certification of Credentials Form
   iii. Copy of Official Transcript
   iv. Criminal Background Check
v. Offer Letter

g. Once the New Hire proposal is completed by the Department Chair should submit the packet to the Dean for his/her signature. The Dean will then submit the packet to the Provost or his/her designate, who will send the offer letter to the candidate.

VI. 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.

VII. 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) Degree requirements  
e) Educational preferences  
f) Information about UTA and the Department’s accomplishments  
g) Where and how to apply  
h) EOS required statements