THE UNIVERSITY OF
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College of Education

General Overview of the Faculty Search Process

Starting the Search Process:

1. Once the College's Faculty Recruitment Plan has been approved by the Provost, the Dean notifies the Department Chair. The Chair notifies department faculty and the search committee. The search committee is responsible for composing the search plan and advertisement text using a current department level approved long/short ad template.
   - *The Department Chair should carefully review the committee's proposed job description to ensure accuracy of content and consistency before the Administrative Assistant initiates the WorkforUM action.
2. Once the final approved draft is complete, the Administrative Assistant or Department Chair initiates the Request to Fill position in WorkForUM.
   - A Faculty Retitle Action may be required if the position's title is changing. If you know the new title before the job posts, do a Retitle action instead of a Request to Fill, and all the search info you would normally include on the Request to Fill can instead be included on the Retitle action. If you do **not** know the new title of the position until after the hire is made, just remember that after the hiring proposal on the new person is seated, you will need to do a Retitle action on the back end.
3. Choose the appropriate position number and fill out the Request to Fill. The Department Chair should again carefully review the complete WorkforUM action/posting and the long/short ad to verify accuracy and that all relevant information is included and aligned. The final WorkforUM action, which should also include (a) a list of the search committee members, (b) the long/short ad and (c) budget revisions, if required, is then forwarded to the Dean for review/approval.
   - The department pays the cost of advertising in venues other than WorkForUM and HigerEdJobs.com.
   - Do **not** to send the ad/postings to any listservs, etc., until the posting has appeared on the UofM Human Resources WorkforUM website.
4. A Guest User account is created for every posting automatically, and the Administrative Assistant forwards this information to the Department Chair and search committee. The guest user password will be used by search committee members to log in and view applications. In faculty searches, the applications may be viewed as soon as the applicant successfully submits.
5. Committees, in consultation with the Department Chair, may choose to put an end date on the search. This will automatically close the pool on that date, and no more candidates may apply, **OR** committees may choose to check the ***May Continue until Filled*** box and indicate a Begin Screening Date in the Special Conditions field. If you

choose the second option, the Committee Chair or Department Chair must contact facultyservices@memphis.edu to close the pool **before** the committee meets to select the interviewees.

6. The department's/unit's Administrative Assistant submits the request to Approving Authority. The WorkforUM action will be reviewed by Dean, Provost, and the Office of Institutional Equity. The Department Chair and/or Administrative Assistant will be notified by email when the position is approved for posting. Human Resources, Faculty Administrative Services, activates the posting. There may be a few days between the approval for posting and the actual posting.
   - Again, do **not** send the ad to any listservs, etc., until the posting has appeared on the UofM Human Resources WorkforUM website.

7. Department Chairs and all search committee members should attend the Office of Institutional Equity's virtual training session(s) on facilitating a successful search.

8. The committee will need to develop a chart to document notes for committee members' independent candidate reviews based on required/desired qualifications and the approved job description.
   - *Committee members must review <u>all</u> applicants until the pool is closed.
   - Again, the committee chair or department chair must contact facultyservices@memphis.edu to close the pool **before** the committee meets to select the interviewees.

Approving the Interview Pool and Conducting Interviews:
1. After the search is closed, using data collected on the independent review charts, the committee can then meet to discuss their reviews and to select candidates for initial round interviews. The search committee sends the list of candidates to the Department Chair for review.
   - *Maintain all records/documents that are part of the search and interview process.

2. Once approved by the Department Chair, the Administrative Assistant changes the status of selected interviewees to Recommended for Interview.

3. The search committee will develop questions for the initial round of virtual interviews, if applicable, and a set of questions for the final round of interviews. The Search Chair submits a copy of the questions to the Department Chair.

4. The Administrative Assistant or Department Chair changes the status of each person not recommended for interview to Not Hired and enters a rejection reason. If it is necessary to return to the pool later and request permission to interview someone initially in the Not Hired group, this is possible.

5. After the applicant statuses are changed, **call or email the Dean and/or Dean's Budget Officer**. There is no auto-generated email at this point to notify the Dean's office that an action is required.

6. The pool will be reviewed and approved (or questions asked) at the Dean's level and the Office of Institutional Equity. The Department Chair and/or Administrative Assistant will be notified by email when the pool is approved.

7. The committee sets up the Interview Schedule and submits the proposed interview schedule to the Department Chair for review/approval. Once approved, the committee sends the final schedule to each candidate.
8. Once interview schedules are set, the Search Chair or Department Chair disseminates the schedules to the Dean, department faculty/staff, and other relevant stakeholders at least one week prior to the candidates' scheduled interviews and encourages attendance/participation.
9. The search committee develops a Qualtrics feedback form for attendees to complete.
10. The search committee conducts reference checks for finalists and/or collects letters from listed references after notifying the candidates that they will be contacting their references.
11. The search committee analyzes all feedback and creates a comprehensive document to be submitted to the Department Chair and Dean that includes each candidate's (a) strengths, (b) areas of concerns and (c) additional comments.
12. Per HR and University policy, record retention information for interview notes, etc. is a 5-year record retention period. Records should be kept by the Department Chair and the Search Committee Chair.