

## UCF College of Community Innovation and Education

### Tenured and Tenure-earning Faculty Recruitment Practices

#### SEARCH COMMITTEE, POSITION ANNOUNCEMENT

- Dean, as the hiring official, authorizes the search, indicates the deadline for recommending candidates, and delegates to the Chair/Director the appointment of search committee members.
- Chair/Director provides the Dean with the list of search committee members.
- Chair/Director provides draft position announcement for review – email to Assistant Dean.
- Assistant Dean returns approved position announcement to Chair/Director for the Department Search Manager to submit to the UCF recruitment system. In addition to UCF's recruitment website, the position is posted on the website for Higher Ed Jobs and Diversity Jobs.
- Search Committee, with Department Search Manager's assistance, disseminates the position announcement to department and program specific networks to help build a viable and diverse applicant pool. Document recruitment methods in search files.
- Department Search Manager prepares [search committee meeting notices](#) two days prior to all meetings. Send notice to [Talent@ucf.edu](mailto:Talent@ucf.edu) and/or post in department.

#### FACULTY PARTICIPATION

- All program faculty should participate in the search process.
- If not serving on the search committee, program faculty are expected to engage with candidates, e.g. interviews, campus tours, breakfast or lunch, presentation, etc.

#### TELEPHONE/VIDEO INTERVIEW

- Telephone or video interviews (i.e. Skype) are highly encouraged.
- Conduct before inviting to an on-campus interview (cannot replace the on-campus interview).

#### INTERNET & REFERENCE CHECKS

- Online resources that are employment related, such as search engines and LinkedIn, should be used to verify academic presentations or descriptions of current employment for candidates of interest. Developing employment-related information from personal websites or social media is not recommended.
- At least three telephone reference checks are required (two must be "OFF LIST" – people who would know the candidate, but were NOT on the candidate's reference list); only one recommendation letter can be substituted for a telephone reference.
- Search Committee conducts telephone reference checks prior to inviting candidates to campus.
- Reference checks for selected candidate must be documented on the [Telephone Reference Check](#) form.

#### COMMUNICATION WITH DEAN

- Status of the applicant pool should be reviewed after Round One (the screening round to determine candidates who have met the advertised minimum qualifications). If the pool includes the appropriate applicants and has met the [University's diversity requirements](#), the search process may proceed. If not, the committee notifies Assistant to collaborate on other steps to enhance the pool. ([Office of Institutional Equity Recommendations](#))
- Search Committee communicates to the Dean the candidates who have been identified for on-campus interviews. (Dean's approval to extend invitation for a campus interview required prior to scheduling interviews.)

## **CAMPUS INTERVIEW**

- After candidates are invited to interview on campus, Assistant Dean will send their names and email to Faculty Excellence for notification of the [UCF Partner Hire](#) Program.
- All candidates are expected to make two presentations:
  - Research Agenda
  - Teaching Demonstration—If the interview occurs during the semester, it is highly recommended to have candidates teach an existing class session with faculty observing, i.e. such as a guest lecturer format.
- Dean interviews all candidates who are scheduled for on-campus interviews.
- Dean should be scheduled on the candidate's second day, preferably earlier in the day.
- Associate and Assistant Deans should be scheduled individually for 30 minutes.

## **ARRANGING MEALS**

- The Host or Search Committee Chair pays for meals and submits the receipts to hiring department/school for the reimbursement to be processed.
- Reimbursement for meals can be submitted for no more than three committee members or other UCF employees.

## **FORWARDING NAMES**

- Chair/Director consults with the Search Committee then recommends to the Dean at least two acceptable candidates, unranked by the deadline indicated when the search was authorized.

## **MAKING THE OFFER**

- Dean provides a salary range for the position to the Chair/Director.
- Chair/Director negotiates salary and shares with the Dean the draft unofficial offer letter. After Dean's approval, Chair/Director sends the selected candidate the unofficial offer letter.
- After the candidate signs the letter, Chair/Director sends the letter to Assistant Dean who will submit the request to Academic Affairs for the official offer (employment agreement).

## **HIRE WITH TENURE OR TENURE CREDIT**

- The tenure vote is conducted prior to sending an unofficial offer letter to the candidate.
- After Dean's approval, Chair/Director conducts tenure vote then completes the [Tenure with Hire Form](#).
- Chair/Director sends completed form and draft unofficial offer letter to Assistant Dean for submission to Academic Affairs for Provost review.
- After Provost approval, Chair/Director can send unofficial offer letter to candidate for signature.
- After the candidate signs the letter, Chair/Director sends the letter to Assistant Dean who will submit the request to Academic Affairs for the official offer (employment agreement).

## **HIRE WITH TENURE CREDIT**

- Tenure credit must be approved prior to sending an unofficial letter to the candidate.
- Chair/Director completes [Hire with Tenure Credit Form](#) for Dean's review and approval.
- Chair/Director sends completed form and draft unofficial offer letter to Assistant Dean for submission to Academic Affairs for Provost review.
- After Provost approval, Chair/Director can send unofficial offer letter to candidate for signature.
- After the candidate signs the letter, Chair/Director sends the letter to Assistant Dean who will submit the request to Academic Affairs for the official offer (employment agreement).

**For non-tenure track faculty searches** many of the guidelines are the same except the following:

- The Chair/Director is the hiring official
- Campus interviews can be scheduled without notifying the dean of selected candidates
- Interviews with the Dean, Associate and Assistant Dean are not required
- Typically a local search, so not required to pay candidates' travel expenses

**RESOURCES**

- OIE Employment & Hiring Guidelines: <http://www.eeo.ucf.edu/>
- Search & screening: <http://www.eeo.ucf.edu/documents/SearchScreeningGuidelines.pdf>
- Search Committee Meeting Notice: [https://hr.ucf.edu/files/Search\\_Notice.pdf](https://hr.ucf.edu/files/Search_Notice.pdf)
  - can be posted in the suite work room, departments mailroom, or emailed to Talent@ucf.edu for HR to post
- [Applicant Log Template](#)
- [Applicant Review Form](#)
- [Applicant Review Grid](#)
- [Campus Interview Candidate Evaluation Form](#)
- [Campus Interview Invitation Template](#)
- [Campus Interview Itinerary Overview](#)
- [Campus Interview – Regret Letter Example](#)
- [Search Committee Minutes Template](#)
- [Skype Interview Questions Example](#)
- [Skype Interview Invitation Template](#)
- [Skype Interview Schedule Template](#)
- [Skype – Regret Letter Example](#)
- [Telephone Reference Check Questions Example](#)
- [Telephone Reference Check Form \(another option\)](#)
- [Tenure with Hire Form](#)
- [Tenure Credit with Hire Form](#)