Recruitment Guidelines
Faculty Positions

Stage 1

1. Complete a job request form, found at http://www.uaf.edu/provost/administrator-resources-1/, and submit to the Dean for approval for each faculty position except Adjuncts. If recruiting for a joint appointed position between two colleges or institutes, the appropriate dean/director will also be included in the process. Be sure to include a description of the position’s duties within the scope of the department, a proposed search committee, a proposed external ad, the proposed salary range, and the anticipated CIP code. (The OSU/CUPA salary ranges will be completed by the Academic & Faculty Services Manager in the Provost’s Office) This request form must be approved by the Dean and Provost before advancing to Stage 2. The request form, after subsequent approvals, will be attached to the UAKJobs posting.

Stage 2

2. Concurrent with the position request process, the Chair/Director will appoint the search committee. Search committee membership must be approved by the Dean; the hiring unit should make every feasible effort to compose a diverse committee. For tenure-line searches, each committee must include at least one faculty member from outside the hiring unit; for some searches broader committees may be required. Normally a faculty member occupying a line for which a search is authorized will not serve on the search committee. A committee support person is selected. This will usually be a staff member (e.g. hiring unit’s admin)

3. The committee develops the job posting, professional vacancy announcement and journal advertisement(s).
   Outline the responsibilities, experience, qualifications and expectations in teaching, research and service required of the applicant. Please give careful thought to the rank at which you recruit. Example: You may not recruit for an assistant professor then hire at the professor rank—the qualifications are very different and the recruitment pool is potentially different. To provide flexibility, it is highly recommended that positions be advertised as assistant/associate or associate/professor. Be mindful also of the salary associated with initial placement. PPA: Note that there is one PCLS per rank; please use the lower rank PCLS in the posting.
   • All recruitments will have an established and published date for initial review of credentials entitling applicants who apply by that date to full consideration.
   • Include in the recruitment package a list of periodicals, journals and newspapers in which the position will be advertised to obtain a diverse pool of applicants. Major professional print sources and listservs are commonly used in addition. At least one print advertisement must appear in a national publication in case a foreign national is the successful candidate, in order to facilitate application for legal residence.
   • Outline/document special efforts to recruit women, protected, and minority applicants into the applicant pool.
   • Position announcements should include required language on equal opportunity hiring and accurate/current.
   • Committees are encouraged to advertise externally using an abbreviated job description that refers prospective applicants to UAKJobs for the lengthier detailed job description.

Suggestion: once the committee has developed the position description and justification, they should discuss these at a faculty meeting before preparing the final version.
4. Create additional screening materials which include screening/rating sheets for the following: preliminary stage, intermediate stage, interview stage (telephone), on-campus interview stage, and reference check stage.

*Suggestion: please state on all screening documents that sheets must be legible and that all comments must be reflective of qualifications held by the applicant and the level of rank given. Applicants may request to view screening forms if recruitment is grieved.*

5. The committee support person working in cooperation with the Dean’s office will create UAKJobs posting. After all initial approvals are obtained (e.g. department chair, primary approval officer, etc.) the completed on-line recruitment packet will be forwarded for final authorizations from the Dean, Provost, Budget, and HR/EEO/AA. External ad placement will be done by committee support person upon final UAF HR approval and posting of the recruitment onto the UAKJobs website.

**Stage 3**

6. Applications may be reviewed by the department at the specified time frame of first review or when position closes. *Note: review of applications is after 5pm of the date stated in the recruitment.*

7. Committee members will be notified by the committee support person when the applications are available for review. The committee will be provided the UAKJobs Guest User log-in and password to view applications.

8. Preliminary Screening Stage:
   - These screening questions are yes/no and may be incorporated into the online recruitment. It automatically, with no participation from the committee, provides the first stage process of elimination. Reviewers must agree BEFORE posting as to what questions determine a candidate’s elimination from further consideration.
   - If the automatic option outlined above is not utilized, all or some of the committee members may screen all applications. Members must be consistent.
   - All reviewers must agree on who is eliminated from further consideration and who is passed on to the intermediate stage.

Intermediate Screening Stage:
   - At this stage a consistent number of committee members must review all applications.
   - Comments for each question must accompany forms to justify rankings
   - Scores are tallied
   - Committee determines which applicants will proceed to telephone interviews or if they will proceed directly to interviewing the top ranked candidates, after HR approval
   - Update applicants’ status in UAKJobs
   - All materials to this point are collected via the committee chair by the committee support person and submitted to the dean’s office to obtain Dean and HR/EEO approval to interview and/or the elimination of unsuccessful applicants. This will usually take 3-5 business days.
• Applicant eliminated at this stage will receive a system generated email about their elimination.

9. Getting ready to interview and treatment of finalists:
   • Once the EEO/AA requirements have been approved by UAF Human Resources, the Dean’s office will inform the Chair of the search committee that finalists may be invited for interviews (either via telephone or on-campus).
   • **Finalists may not be invited for on-campus interviews prior to both the Dean’s approval and that of UAF HR, EEO/AA.**

10. Telephone Interview: Candidates may be interviewed via telephone if located outside of Fairbanks. The telephone interview can be a separate screening stage, in this case:
    • Not all committee members need to be present for the interview but it must be consistent as to who participates in the interview for each candidate.
    • If, after the telephone interview, an applicant is eliminated, approval to proceed to next stage must be obtained from HR. In this case, submit all rating sheets via Committee Chair to the committee support person who will submit to Dean’s office for proper approvals.
    • If, after the telephone interview, no applicants are eliminated, you may proceed to on-campus interview with Dean and UAF HR approval.
    • It would be appropriate to send personalized letters to the unsuccessful applicants who were interviewed but were eliminated. Eliminated applicants will still receive a system generated email about their elimination.

11. Reference Check Stage:
    • Reference checks may be completed at any time during the process. It is a good idea to do them prior to or around the same time the on-campus interviews are taking place.
    • Not all committee members need to participate in the reference check screen but the representation should be consistent. The committee should try for consistency in how many people are actually interviewed for each candidate.
    • References should include names provided by the candidates as well as other logical references such as the current or immediate past supervisor.
    • References are usually unscored and are evaluated as an overall positive or negative reference for an applicant.

12. On-Campus Interview Stage: This stage is usually a series of interviews.
    • Dean’s office is contacted to schedule meetings with the Dean
    • Committee Support Person works with respective faculty to set up department meetings.
    • After the finalist interviews are completed, the Search Committee should seek faculty input on the ranking/acceptability of the finalists.

13. Final Stage
    • The committee then makes its recommendation on acceptable finalists with rationale for each and a statement of their strengths and weaknesses. Normally a minimum of two candidates will be recommended.
    • Update applicants’ status in UAKJobs.
    • This recommendation should be forwarded to the Dean’s office. The following must accompany the committee’s recommendation: all finalist files with screening/rating sheets, this includes files of eliminated applicants in the final stage.
• A request to hire memo will be written by Dean’s office to HR.
• Once approved, the Dean or Chair/Director will offer the position contingent on a successful background investigation. HR will notify the department when the background check results arrive.
• It would be appropriate to send personalized letters to the unsuccessful applicants who were interviewed but were eliminated. Eliminated applicants will still receive a system generated email about their elimination.

Stage 4
14. Letter of offer and appointment letter is sent to candidate from Dean upon acceptance of offer.
15. Complete new-hire paperwork.

How to complete the screening documents

A screening form (rating sheet) must be completed by each reviewer for each candidate at each stage of the screening process following these guidelines:
  • The name of the applicant must appear on the screening form.
  • The name or initials of the reviewer must appear on the screening form.
  • Comments must be written legibly or typed for each section/question in black or blue ink.
  • Overall general statements may not replace unique comments for each section/question.
  • No revisions or alterations are accepted on screening documents. Sheet must be redone if altered.
  • Do not write comments that address age, nationality, religion, race, gender or any type of disability, even if self-reported during interview. All responses reported on the screening sheets should be pertinent to the job responsibilities and qualifications of the applicant.

If screening documents are submitted improperly, they will be returned to department for correction by committee member. This may cause delay in attaining approvals.