Recruitment of Tenure-Track Faculty

Approval Date: February 22, 2013
Effective Date: February 22, 2013
Source of Authority: CAS Dean
Governing Document(s): HR 08.111

1.0 Purpose

This policy establishes guidelines for the departmental role in recruitment and selection of tenure-track faculty in accordance with Human Resources (HR) policy.

2.0 Definitions

2.1 Hiring Official: Designee responsible for the process leading to the final recommendation, typically the department chair.
2.2 Search Reviewer: Designee responsible for review of all on-campus interview candidates and obtaining final university approval of the recommendation, typically the CAS dean.
2.3 Search Committee(s): Group appointed by the Hiring Official to conduct national search(s) to fill available position(s).
2.4 Voting-eligible faculty: All tenure-track faculty, excluding those related to any candidates for the position as defined in the UNC policy manual, 300.4.2.

3.0 Persons Affected

3.1 All departmental faculty.

4.0 Policy

To comply with standards set forth by HR policy 08.211, the department:

4.1 Requires the department chair to request and receive authorization to recruit.
4.2 Initiates the search when the CAS dean notifies, in writing, the chair of approval to recruit.
4.3 Creates and disseminates, in accordance with HR requirements, advertisements for the position, with the following key components:
   4.3.1 Description of role, including essential functions, principal duties and responsibilities.
   4.3.2 Description of minimum and preferred qualifications and attributes.
   4.3.3 Priority consideration date. For national recruiting this is typically 30 calendar days but must be no less than seven workdays after the latest publication date.
   4.3.4 An EEO/AA statement commensurate with the length of the advertisement (see HR 08.111-VII-B-4 for examples).
   4.3.5 Instructions for submitting applications and/or letters of interest.
4.4 Assembles and utilizes search committees as part of the screening process which:
   4.4.1 Are composed of individuals with discipline specific backgrounds or in-depth knowledge of the position.
4.4.2 Where practical and consistent with the goal that search committee members be determined primarily on the basis of their knowledge of the position, search committees should include representation of women and minorities.

4.5 Finalists are invited to on-campus interviews, arranged by the Hiring Officer, which minimally include:

4.5.1 A presentation by the candidate on his/her current research.
4.5.2 A classroom lecture that is evaluated by both students and voting-eligible faculty in attendance. Results of the evaluation are distributed to all voting-eligible faculty.
4.5.3 Interviews with the department chair and a representative from the dean’s office.
4.5.4 Meetings with as many voting-eligible faculty as practical.
4.5.5 A tour of campus and the surrounding area.
4.5.6 Informal opportunities for interaction such as lunches, dinners or departmental receptions.

5.0 Rights and Responsibilities

5.1 The Hiring Officer is responsible for:

5.1.1 Appointing the Search Committee and its chair.
5.1.2 Drafting the position announcement, in conjunction with the Search Committee chair and submitting it for approval to the Search Reviewer and HR.
5.1.3 Determining placement of advertisements, in conjunction with the Search Reviewer.
5.1.4 Forwarding the advertisement and the list of places for advertisement to HR. (HR places the ads, confirms placement with the department and directs any billing required to the appropriate account.)
5.1.5 Submitting the interview pool to the Search Reviewer and HR.
5.1.6 Submission of the “Recommendation for New Appointment” for final approval.

5.2 The search committee is responsible for:

5.2.1 Learning about, and adhering to, Equal Employment Opportunity (EEO) practices with an EEO/AA representative from HR.
5.2.2 Initial screening of applicants, and distribution to the voting-eligible faculty of information on candidates who pass through the initial screening.
5.2.3 Organizing a meeting of voting-eligible faculty to determine the pool of candidates for on-campus interviews.
5.2.4 Submitting candidate lists to the Search Reviewer and HR for review and approval after the initial screening.

6.0 Procedures

6.1 The department chair convenes a meeting of the department to consider specialty areas in teaching and/or research that may be included in a potential position announcement.
6.2 The department chair makes a request to the dean for authorization to recruit.
6.3 Upon receiving approval to recruit a tenure-track position, the dean appoints the Hiring Officer who then appoints the search committee and its chair.
The Hiring Officer and search committee chair draft the vacancy announcement (distributing it to the department for input) and determine where such ads will be placed, submitting these to the Search Reviewer and HR for approval.

The Search Committee conducts initial screening of candidates to a pool of typically no more than 15 and no fewer than 10 finalists, submitting this pool to HR for review.

After approval, the Search Committee may employ reference checking, telephone interviews or job sampling exercises. Questions utilized in any of these should be the same for all candidates.

The search committee distributes all information on the candidate pool to the voting-eligible faculty, which meets to determine the interview pool via the acceptance balloting process. The size of the pool is determined by the Hiring Officer and Search Reviewer.

The interview pool is submitted by the Hiring Officer to the Search Reviewer for review. Upon approval, interviews commence.

After interviews are complete, the Search Committee chair convenes a meeting of the voting-eligible faculty in which a departmental recommendation is made via the acceptance balloting process.

If the final recommendation is for a hire at a rank above assistant professor, each tenured faculty submits a ballot indicating the highest rank they feel the candidate is qualified to receive. The distribution is announced to the department and forwarded with the recommendation.

After the recommendation is determined, the Hiring Officer and Search Committee forward documentation of the recruitment process to the EEO/AA officer as per Section X of HR policy 08.111.

Upon approval, a “Recommendation for New Appointment” is forwarded for final approval as per Section XI of HR policy 08.111.

### 7.0 Supplemental Information

#### 7.1 Acceptance Balloting

- **7.1.1** Members arrive at the meeting with ballots completed indicating acceptance or not on each option/candidate under consideration.

- **7.1.2** Candidates are discussed in order of their acceptance level, if ties are present those candidates are ordered by a random draw. All candidates are discussed, and a second acceptance ballot is tallied.

- **7.1.3** After discussion, motions are made to recommend candidates, again in order of their acceptance level. For tied acceptance levels, each candidate is voted on.

- **7.1.4** The first candidate to receive a majority vote gains the recommendation. If a single recommendation is required and candidates tied on acceptance level also tie on the final vote, the tie must be resolved.

- **7.1.5** Additional votes will be taken when a pool of candidates is required or may be taken to determine potential alternatives to the recommendation.

### 8.0 Revision History

- **8.1** Initial Approval: ?
- **8.2** Revised: October 29, 1997
- **8.3** Revised (contains significant revisions): February 22, 2013