

Check List & Quick Guide to EPA / Faculty Recruitment

Complete Guidelines for EPA and Faculty recruitment online at:

<http://www.uncw.edu/hr/employment-hiring.html>.

Initiate Recruitment, Confirm EPA status

1. Department Chair/Director submits request to recruit to Human Resources (HR) via Dean's/Vice Chancellor's Office.
 - Draft of ad (use of Consensus™ is required for the collection of application materials)
 - Position number
 - Publications/websites to advertise Budget number to charge for advertising (must be advertised in at least one online professional journal)
 - Name and contact information of Search Chair

Note: An EPA job description (form HR-EPA01) will be required *prior to advertising* for all new non-faculty positions and existing non-faculty positions with significant change since the last job description. For any new position, an HR 3.30 form will need to be completed to create the position and establish a position number.

2. HR and Diversity representatives meet with Department Chair/Director and search committee to review guidelines and identify outreach options for increasing diversity.

Search Committee Process

3. **Each member of the Search Committee contacts their "List of 5" to solicit applications.**
4. Search Committee reviews candidates, determines pool from which phone interviews will be determined.
5. Search Chair forwards candidate list to HR for EEO analysis; HR provides OK, or asks for second look at minorities or women.
6. Search Chair forwards interview candidates to Department Chair/Dean or Vice Chancellor for approval; Department conducts phone or on-campus interviews and notifies candidate that if they become a finalist, their identities will be released to campus and no longer confidential.
7. **Final candidate(s) must complete a background check release form and send it directly to HR. Search Chair must contact HR at ext. 23196 to give authorization to run the background check.**

Approval and Intent to Offer (Please note an offer may not be extended until step 8 is complete and HR approval received.)

8. Department Chair/Director sends hiring recommendation with search summary to Dean/Vice Chancellor for approval and HR for EEO/AA certification of search process and clearance of background check.
 - Composition of the search committee by name, title, & department.
 - Summary of search process **including methods used to increase the diversity of the applicant pool**, screening measures, and selection criteria.
 - Comparative evaluation of on-campus interview candidates including brief rationale for selection decision and results of reference checks.
 - Address any potential nepotism/conflict of interest issues regarding the recommended candidate.
9. Dean/Vice Chancellor and HR approval received. Department Chair/Director extends a verbal offer to candidate; Dean/Vice Chancellor can issue a confirmation of verbal offer in writing (template provided by HR), subject to Provost (within Academic Affairs) and HR approval. Search Chair contacts remaining applicants to let them know the outcome of the search.
10. Department Chair/Director sends acceptance information and documents below to Dean who forwards it through the Vice Chancellor/Provost to HR.
 - Letter of Interest and Curriculum Vitae
 - EPA/Faculty Personnel Data Sheet
 - Official transcripts, letters of recommendation, and "Certification of Credentials and Qualification" (for faculty hires only).
 - Form HR 3.35 EPA (Permanent Personnel Assignment Form).

Official Offer of Employment and Appointment Letter

11. Human Resources prepares and sends UNCW appointment letter.
12. Benefits counselor communicates with new employee regarding benefits enrollment.
13. Department Chair/Director must notify the Office of International Programs if the candidate hired is not a U.S. Citizen.
14. Search files must be kept in the department for 3 ½ years from the effective date of the appointment; 5 years if foreign national hired.