College of Family and Consumer Sciences
Checklist for Search Procedure for Departmental Faculty

Position Title
Department
Search # (provided upon approval by EOO)

Responsible Party (Who?) ________________ Action (What?) ________________

STAGE 1 Request to Initiate Search and Recruitment for FACS Faculty

The sole budgetary control to initiate searches for faculty positions rests with the Dean of the College. Follow the UGA Faculty Hire Process Checklist [http://provost.uga.edu/documents/faculty_hire_process_checklist.pdf] and the steps outlined below for the College and university.

Public Service and outreach (PSO) faculty rank/titles will continue to require Vice President for Public Service & Outreach prior approval, PSO Appointment Checklist [http://outreach.uga.edu/ovppso/appointment-checklists].

Unit Head Completes the FACS Request to Initiate Search and Recruitment form [http://www.fcs.uga.edu/docs/FACS_Request_to_Initiate_Search_and_Recruitment_for_Departmental_Faculty.pdf] found on the FACS Faculty Search website [http://www.fcs.uga.edu/faculty_staff_resources/policies-and-procedures].

In the form provide all necessary information to justify the position and the details about the position and the funding. Include all of the following:

- **Type of position** (Tenure/Tenure Track; Clinical; Lecturer; Research Scientist; Academic Professional; Public Service);
- **Rank, Type of appointment** (Academic or fiscal year);
- If appointment is **interdisciplinary** (joint with another college);
- **Emphasis of the position and rationale** (critical need and any adverse impacts if position is not filled, expected annual teaching load, [http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-07-8-effort-assignment-for-instructional-activities], research or public service activity, and involvement in interdisciplinary activities);
- **Allocation of effort** (by percentage, must add up to 100%);
- **Salary**;
- **Moving**;
- **Startup funds** [from Dept., from college, from OVPR].

Complete a written justification and spreadsheet for review with the Dean. Startup funding request and plans to distribute over two or more fiscal years before submitting to OVPR. OVPR requires startup fund requests to be reviewed and approved by the VP’s RIAC (Research Investment Advisory Committee). Also note, OVPR won’t support requests of less than $50,000 for startup. Public Service Rank searches must also receive prior approval of the VP for PSO [http://outreach.uga.edu/policies/appointment-checklists/].

Unit Head Prepares written list of potential members of the Search Committee for approval by the Dean. UGA Guidelines for Appointment, Promotion and Tenure, Section V. Procedures for Appointments (p. 23-24) requires Search and Screening Committee for full-time faculty appointments at rank of instructor, assistant professor, associate professor, and professor [http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual].
A minimum of one member of the UGA faculty external of the college is required by the Dean to serve on search committee. Seek diverse representation on the committee. Chair of the committee to be determined jointly by Dept. Head and Dean. The Dept. Head should not chair a search committee for a member of the faculty in his/her Unit.

Dean

The Dean notifies the Department Head, discusses and signs form informing the FACS Business Office of approval of Search.

STAGE 2 Develop Position Description, Notice of Vacancy and related materials

Adopt Aggressive Affirmative Action Steps for Minority Candidates

Prepare Position Description – Follow UGA Affirmative Action Guidelines available online at http://eoo.uga.edu/administrative_and_faculty_search_appointments. Include summary of the qualifications and position responsibilities.

IMPORTANT: If your Unit is likely to have a pool of qualified candidates that includes non-U.S. citizens who might need a permanent residency, or “green card” sponsorship, please contact the ISSIS office Director, Robin Catmur (rcatmur@uga.edu) to discuss ad content and Department of Labor advertising requirements. You may also review the ISSIS guide, here: Initiating U.S. Permanent Residency Sponsorship for an International Employee. Review ISSIS guide http://international.uga.edu/issis

Job Posting EEO/AA Tagline – The following language must be included in the job posting:

“The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability, or protected veteran status.”

However, we promote in FACS the use of this full statement:

“The college welcomes applications and nominations of minorities and others who share our passion about and reflect our desire to support a culture of diversity and inclusion. The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability, or protected veteran status.”

Search Committee Chair and Unit Head Prepares:

Draft Advertising Plan (see requirements for Advertising Faculty Positions for Permanent Residency Sponsorships where international applicants are likely to apply http://issis.uga.edu/docs/PR_Section/Ad1_PERM_guidelines_and_content.pdf

- Draft Advertisement and notification text for email (Short and Long)
- Draft Ranking Method Form (see sample on FACS web site)
- Draft Candidate Comparison Form (see sample on FACS web site)
- Draft timeline for the search process (see sample on FACS web site)

Search Committee Chair Convenes meeting of search committee

- Dean or Unit Head delivers the charge to the search committee and delivers EEO/Affirmative Action Briefing to the search committee
- Requirement: All Search committee members given a printed copy of UGA EEO/Affirmative Action Policy for Faculty or Administrative Search/Screen
Committees [http://eoo.uga.edu/search_committee_guidelines](http://eoo.uga.edu/search_committee_guidelines) for review at first committee meeting.

- The Notice of Vacancy, Advertising Plan, Ad Copy, Ranking Method Form and Candidate Comparison Form are finalized by the committee. (Note: the search committee is not empowered to change the basic structure and focus of the position established in Stage 1 of search).
- Develop an Advertising Plan. It is required to place the advertisement in national media appropriate for the discipline. If you wish to be able to sponsor the successful candidate for U.S. permanent residency, the ad must be placed in a national or international published, print journal, e.g. The Chronicle of Higher Education. Every recruitment ad must carry the statement, "The University of Georgia is an Equal Employment/Affirmative Action Institution" or its abbreviated version.
- Determine at this time if [external letters of recommendation](http://eoo.uga.edu/search_committee_guidelines) are required at the time of application, or not. Typically the screening process can occur with letters of reference. However, if required in the notice of vacancy, any candidate without all letters in our position cannot be considered as completed application packages. Instead, you may ask for written letters to be submitted at the time of interviewing top candidates. Three letters and official transcript are required before hiring but not necessary at time of seeking applications.

**STAGE 3  Creating, Posting and Position Approvals via online FacultyJobs@UGA**

- **Unit Manager/Supervisor** Creates New Faculty Posting in [FacultyJobs@UGA](https://facultyjobs.uga.edu/) and adds the list of search committee members. Contact Audrey Megan Hill, Sr. Managing Consultant, HR, 542-2222, [hillm@uga.edu](mailto:hillm@uga.edu) in Human Resources if you have problem adding someone and the FACS Business Office if you have an issue posting the position. Alert the members of the search committee via email that they will receive an e-mail from Human Resources to set up an account in FacultyJobs@UGA so that they can review applications and other materials.

**All of these steps occur online via FacultyJobs@UGA:**

- **Unit Head** Provides first level approval
- **Dean (Senior Administrator)** Provides second level approval. If position is Public Service and Outreach, receives PSO approval.
- **Faculty Affairs** Reviews position posting against UGA Guidelines for Faculty Appointment.
- **Office of International Education** Provides OIE approval
- **Equal Opportunity Office** All EOO information is captured in [FacultyJobs@uga](http://eoo.uga.edu). EOO provides approval for position posting. Reviews advertising plan, supplemental questions, etc.

**STAGE 4  Conduct Search (Questions - Contact Equal Opportunity Office)**

Conduct search per [UGA Academic Affairs Policy Manual, 1.08-Recruitment of Faculty](http://eoo.uga.edu/search_committee_guidelines) and additional search procedures as required by appointment guidelines for rank and/or special professorship agreement. **IMPORTANT:** If the Dean believes exceptional circumstances justify faculty hire without a search, the Dean will contact the U
Approval must be received prior to offer of employment if no search is conducted.

Unit Head
Reviews and approves the following four documents, the Manager/Supervisor is then ready to upload to FacultyJobs@UGA:
1. Posting – All details of filling a faculty position from the final Notice of Vacancy (NOV)
2. Advertising Plan and Ad copies
3. Candidate Comparison Form
4. Search Timeline

Manager/Supervisor
Posts PDF of Notice of Vacancy on College web site Job Opportunities http://www.fcs.uga.edu/college/job-opportunities
Places advertising according to the approved advertising plan and recruitment proceeds as planned for a minimum of 4 weeks/30 days, not including significant holidays.

Manager/Supervisor
Purchases and places advertisements and list serves distributions per Advertising Plan (handled through facultyjobs@uga). Check the box in facultyjobs@uga.edu to post in DIVERSEJOBS and that will be done by Human Resources.

Search Committee
Aggressively recruits applications through email, letters, and phone calls. Develop Tracking System of potential candidates, phone calls made to recruit.

Equal Opportunity Office (EOO) Requirements - Use Candidate Voluntary Disclosure Process
The following should be included in correspondence including emails acknowledging receipt of candidates’ material:

The University of Georgia is committed to the principles of equal opportunity and affirmative action. The University requests your voluntary completion of our demographic inquiry found at: Voluntary Disclosure Form http://eoo.uga.edu/forms/eoo-voluntary-disclosure-form which is used for monitoring our efforts. This information will only be used for EEO reporting purposes and your personal information will not be shared with the search committee.

STAGE 5 Screening of Applications and Request to Interview

Manager/Supervisor
Notifies the search committee when screening materials on each application are posted to FacultyJobs@UGA. User Access is provided at the time of posting.

Search Committee Chair
Sets a meeting of the Search Committee.

Search Committee
Identifies a Pool of Candidates. Meets to discuss applicants’ strengths and weaknesses and share their individual evaluations.

Unit Head
Writes a memo to Dean Request to Interview based on candidates identified for interview by Search Committee. Provide summary as to why candidates selected for on-campus interview.

Dean
Notifies Unit Head of approval of candidates to interview.
Unit Head Discusses with the Dean options to continue the search or close the current search process, if no qualified, acceptable candidates are identified.

Search Committee Chair Develops nondiscriminatory questions to be asked of all candidates during the interviews. Prepare for interviews, following EOO Search Committee Guidelines http://eoo.uga.edu/search_committee_guidelines

STAGE 6 Interview Applicants

Completes background check on finalist(s) prior to offer of employment. Procedures available at: http://www.policies.uga.edu/FA/nodes/view/1124/Background-investigations

Search Committee Chair Collects all Ranking Method Forms from the Search Committee.

Manager/Supervisor Uploads the list of interview questions to the FacultyJobs@UGA site.

STAGE 7 Interviews & Request to Offer

Manager/Supervisor Contacts candidates to schedule interviews. Search Chair obtains approval from the candidate to contact references provided by candidate.

Search Committee Minimum of two committee members together, conduct telephone reference checks with individuals that wrote letters of reference or other individuals (if the committee desires).

Search Committee Conducts interviews. Plans schedule, topic of seminar, etc. Schedule must include a minimum of 30 minutes private time with the Dean for each faculty candidate interviewing.

Search Committee Chair Develops a written list of strengths and weaknesses of the interview candidates. Does not rank order of candidates. Delivers this list to Unit Head

Manager/Supervisor Collects all candidate materials from the Search Committee for search file.

Unit Head In a memo to the Dean list the strengths and weaknesses of all the candidate(s) interviewed. Identify any candidates not acceptable to offer position and rationale as to why. Meet with Dean to discuss. Share Strengths and Weaknesses forms with Dean.

Dean and Unit Head Discuss and agree to salary, and all other terms of offer.

Inquires if candidate requires spousal or partner accommodation. If so, work with Dean following UGA Dual Career Academic Hiring Policy 1.08-7 and EOO guidance http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/108-7-dual-career-academic-hiring-policy for faculty hire. If staff or other potential UGA employment assistance for spouses or partners, request the Dean to notify Human Resources to invoke Dual Career Assistance Program http://www.hr.uga.edu/dual-career-assistance-program
Dean requests and receives Provost’s Approval for Offer to hire Tenure Track Faculty (Requirement applies to all units reporting to Provost)

Dean Obtains Provost approval to hire candidate (via e-mail).

Dean Notifies the Unit Head of approval to hire.

STAGE 8 Negotiations and Offer

III. Offer of Employment (Questions - Contact Office of Faculty Affairs or Equal Opportunity Office)

Follow USG Policy 8.3.3.1 on Intrasytem Recruitment of principal administrators and faculty from other USG institutions prior to offer of employment

http://www.usg.edu/policymanual/section8/C245/#p8.3.3_intrasystem_recruitment

Unit Head Drafts Letter of Offer - Follow UGA Faculty Offer Letter Template

OVPR Startup Funds If startup funds are provided with prior approval by OVPR, all draft offer letters must be proofed by OVPR (send to jhawks@uga.edu) and all official offer letters must be signed by the Vice President for Research. OVPR’s startup commitment should be started as follows: "The Office of the Vice President for Research will contribute $XXXX in startup funds ($x in FY1, $x in FY2 and $x in FY3) to be used toward (list all that apply) equipment, supplies, personnel and X terms in summer salary, (etc.)."

Complete department faculty vote for appointment, rank, graduate faculty status.

Eligible faculty members vote by secret ballot (via email) to recommend candidates for full-time appointment to rank in the unit. This includes faculty vote(s) for recommendation of appointment, rank, graduate faculty status, and tenure on appointment as applicable. The summary of the vote will be reported to the faculty of the appointment unit, as well as to the dean.

Immigration Services - International hires outside the US and those inside the US in various visa categories including F-1 and J-1 students eligible for employment must contact Immigration Services immediately upon accepting a faculty position at UGA. More information available at https://international.uga.edu/issis/issis-information/issis-staff-contact-information. All EEO information is captured in the online application.

Human Resources (Questions - Contact Human Resources)

Provide Employee Benefits Information to the Candidate

Individuals who are hired at UGA or change eligibility status will complete all required paperwork in the UGA Onboarding/orientation System. New http://www.hr.uga.edu/uga-onboarding-system. All newly-hired faculty and staff will receive an email invitation to visit the UGA Onboarding System and complete their new hire "packet" no later than the first day of employment.

Unit Head Obtains Dean’s approval. Makes verbal offer to top candidate and negotiates terms.

Unit Head with FACS Business Office Prepares the formal Letter of Offer and works with the Manager/Supervisor to prepare documents including moving expense agreement to the top candidate based on the verbal negotiations.
If interdisciplinary and joint academic appointment, follow guidelines to develop Memorandum of Understanding for Unit head, dean and candidate signatures Academic Affairs Policy 1.04-6 Joint Academic Appointments and to the Sample MOU available at http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-04-6-joint-academic-appointments http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/1-faculty/104-other-terminology/104-6-joint-appointments

If endowed professorship, follow process for establishing an endowed professorship http://provost.uga.edu/documents/Establishing_a_Chair_or_Prof.pdf and then for appointing a faculty member to an endowed position at UGA http://provost.uga.edu/documents/Endowed_Appointments.pdf

Informs new faculty hire of expectations, including to attend New Faculty Orientation.

Obtains the Dean’s signature on the final offer letter and signature of David Lee if OVPR providing any startup funding.

Notifies the Manager/Supervisor that the formal offer letter is ready to be emailed as PDF to the candidate for their signed acceptance. Informs the Search Support or Unit support when the signed letter of offer is returned.

Manager/Supervisor  Removes posting from FACS web site and other web advertisements.

Unit Head  Contacts each of the other interviewed candidates and informs them of the outcome of the search.

Manager/Supervisor  Prepares and mails notification letters to unsuccessful applicants.

At the end of the search all official documentation (including application materials and ranking method forms) are kept in a secure location for 3 years (not longer) in accordance with the UGA records retention schedule, Records Retention Summary Document posted on FACS Business Office web site http://fcs.uga.edu/college/docs/RecordsRetention.pdf, page 11. The Manager/Supervisor will confirm search committee members shred all candidate materials at the end of the search.

STAGE 9  Faculty Appointment Package

For Questions Contact Office of Faculty Affairs http://provost.uga.edu/index.php/faculty-affairs

FACS Business Office will compile and submit complete hiring proposal in facultyjobs@uga per Faculty Appointment Policies, Procedures and Checklists memo available at OFA website. The memo includes descriptions of the items listed below and additional checklists for different types of faculty appointments.

a.  Cover Letter from Dean to Provost
b.  Letter of Offer
c. Official Transcript for Highest Degree (unless it was sent electronically to Faculty Affairs)
d. Foreign Degrees: Translation/US Equivalency Certification
e. Vita
f. Three External Letters of Recommendation
g. Personnel Report/Budget Documentation

**FIRST Electronic Record** (new faculty only, submit to OFA Rec Admin consistent with appointment package)

Manager/Supervisor (With Unit Head) Prepares Graduate Faculty Status Paperwork per policies and procedures [http://www.grad.uga.edu/faculty/procedures.html](http://www.grad.uga.edu/faculty/procedures.html)

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