

## Faculty Recruitment Policy

<b>Policy Owner:</b> Office of the VP for Academic and Faculty Affairs	<b>Effective Date:</b>	February 2013
<b>Point of Contact:</b> VP for Academic and Faculty Affairs	<b>Version #:</b>	Formerly ARSA 7.13.1 This version: January 17, 2013
<b>Affected Organizations</b> ( <input checked="" type="checkbox"/> all that apply):		<b>Affected Stakeholders</b> ( <input checked="" type="checkbox"/> all that apply):
<input type="checkbox"/> Enterprise <input checked="" type="checkbox"/> University Error! Bookmark not defined.		<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> All Employees <input type="checkbox"/> Students <input type="checkbox"/> Other: <input type="text"/>

### Policy Statement

*Include a clear, concise statement of the policy addressing the following: What is expected, when the policy applies, and any major conditions or restrictions that apply.*

This policy describes procedures to be used in the recruitment of faculty to Georgia Regents University. The Dean of the college requesting to recruit a new faculty member must submit a request to the Provost for approval. The Dean appoints a Search Committee and Chair, who together conduct the search. Advertising is carried out with input from Affirmative Action/Equal Employment Opportunity Office to provide opportunities for attracting a diverse applicant pool. Candidates will be interviewed. Once a decision to hire is made, an offer of employment will be made by the Department Chair as described herein. Faculty hires are official upon approval of the President of Georgia Regents University.

### Reason for Policy

*Include a clear, concise statement of the reason this policy is needed addressing the following: the overarching basis for the policy, what those involved need to do (but not procedures), the problem or conflict the policy is designed to resolve, and any legal or regulatory reasons for policy.*

As a member of the University System of Georgia, Georgia Regents University must adhere to fair and legal hiring practices. This policy outlines the specific process by which faculty are to be hired at Georgia Regents University.

### Definitions [If Necessary]: These definitions apply to terms as they are used in this policy:

*Include any terms used in the document (try to keep definitions the same as in other policies), unfamiliar or technical terms, or terms that have specialized meaning in this policy. Please list terms alphabetically.*

- **Academic Rank**-- May refer to tenure or non-tenure track faculty. Academic ranks include, but are not limited to: Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor.
- **College of Graduate Studies Appointment**-- Appointment made subsequent to the primary appointment and according to specific criteria in accordance with both the College of Graduate Studies and the college of primary appointment.
- **Non-Tenure track**-- Academic track not leading to tenure. Such tracks may be established for all positions in all colleges at Georgia Regents University.
- **Primary Appointment**-- Appointment in the college that hired the faculty member.
- **Secondary (Joint) Appointment**-- Appointments in college where the faculty member has a significant

responsibility or contribution. This may be for a defined period of time.

- **Tenure**-- Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.
- **Tenure track**-- Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by individual college.

## Process/Procedures

*Insert the departmental website address where the procedures used to support this policy are located so that those affected by the policy clearly understand what they must do to comply and what your departmental processes are.*

### Recruitment

Faculty search committees serve a key function at Georgia Regents University by publicizing the availability of positions to a broad cross section of members of affected disciplines or professions, expanding the pool of qualified women and minority applicants, and facilitating the selection of the best qualified candidate for the advertised position.

These committees also act under an additional responsibility assigned by the President, which is to ensure decisions concerning the selection of prospective members of the University faculty are made solely on a basis of job-related criteria, without biased consideration of race, color, religion, national origin, sexual orientation, gender, age, handicap, or veteran status.

### General Procedures

1. All requests to fill faculty vacancies must be submitted to and approved by the Provost.
2. The request should include the recruitment/appointment method to be used. In most cases, competitive recruitment is required and the recruitment methods available include external searches and internal searches. The Specific Procedures below apply to external and internal searches. When an internal search is requested, the Department Chair or Head (or Dean/Dean designee in colleges without departmentalization) must provide a written justification outlining how this search method will be most effective in meeting the position needs. In limited, specifically defined circumstances, a faculty vacancy may be filled by direct appointment as part of a recruitment package when external recruitment has been specifically waived in advance by the Provost, or by direct appointment with no search. (See GRU Policy 5.1.1)
3. The Office of Affirmative Action/Equal Employment Opportunity (AA/EEO) will serve in a consultative capacity in matters pertaining to the institution's affirmative action and equal employment opportunity policies and procedures.
4. Faculty hires are official upon approval of the President of Georgia Regents University and acceptance by the candidate.

### Specific Procedures

#### **Obtaining Approval to Search**

The department chair (or Dean/Dean designee in colleges without departmentalization) must complete a Faculty Recruitment Package, which includes an Applicant Clearinghouse Form, Faculty Employment Request, and Position Classification Form. The Position Classification Form should include a position description that identifies duties assigned to the position, skills required to perform duties assigned, and outlines the qualifications that provide the requisite skills. Applicant Clearinghouse identification numbers are obtained by the Department from the Human Resources Faculty Affairs Office and should be included on the Applicant

Clearinghouse Form. The package is submitted to the Dean of the respective college for approval. In cases where the college is not departmentalized, this step will be carried out by the Dean or his/her designee. The Dean, in turn, will forward the request to the Provost for approval. The Provost will return written approval to the Dean. The Dean of the college or the appropriate unit administrator shall initiate a search by:

1. Appointing a search committee (in consultation with the recruiting department).
2. Ensuring that the chairperson has discussed means of assuring an effective search with the AA/EEO Officer
3. Preparing evaluative criteria that follow from the position description and that will comprise the evaluation form to be used by members of the search committee in evaluating each candidate (in consultation with the search committee)

#### ***Composition of Search Committee***

1. As described above, the appointment of a search committee for a faculty position shall be the responsibility of the Dean of the college and the Chair of the recruiting department (if applicable). A department (or College, if no departments exist) with 15 or more faculty shall have a search committee consisting of at least five members. If the department (or College has fewer than 15 faculty) it shall have a committee consisting of at least three members. Administrators forming these committees are encouraged to include a representative from outside the department, college, or institution. Departments/Colleges are strongly encouraged to establish committees with diverse membership.
2. Search committees will be charged by their appropriate Dean and/or unit administrator regarding expectations of the committee. The committee should not act until its responsibilities are fully understood by each member.

#### **Advertising**

The type of advertising will depend on the recruitment method identified above.

#### ***External Search***

External Searches are the most commonly used and include the following:

1. A copy of the announcement/advertisement must be forwarded to the AA/EEO Office and registered with the University System of Georgia Applicant Clearinghouse. Competitively recruited faculty and administrative position vacancies must be in the University System of Georgia Applicant Clearinghouse for a minimum of 30 days.
2. Beyond the Clearinghouse, there is no required medium through which a position must be advertised. However, it is suggested that an effort be made to expand the pool of strong candidates by advertising widely and appropriately. The AA/EEO Office can assist departments in expanding applicant pools as they relate to underrepresented minorities.
3. Each recruitment advertisement must carry the statement "Georgia Regents University is an Equal Opportunity/ADA/Affirmative Action Institution." The following abbreviated versions also are acceptable: "An Equal Opportunity/Affirmative Action/ADA Institution" and "An AA/EEO/ADA Institution."
4. Additionally, advertisements must state the date on which the review of applications will begin and that the review will continue until the position is filled. If a deadline date is given for receipt of applications, no applications received after the deadline date can be reviewed.

#### ***Internal Search***

Internal searches may be used when a department chair and/or dean believes that the position may be filled with a qualified internal candidate.

1. An internal search includes posting the position internally to Georgia Regents University as the only advertising resource.

2. Potential internal candidates are defined as faculty currently serving in a full-time academic or administrative/faculty title position who were recruited through an external search process.
3. Each recruitment advertisement must carry the statement “Georgia Regents University is an Equal Opportunity/ADA/Affirmative Action Institution.” The following abbreviated versions also are acceptable: “An Equal Opportunity/Affirmative Action/ADA Institution” and “An AA/EEO/ADA Institution.”
4. Additionally, advertisements must state the date on which the review of applications will begin and that the review will continue until the position is filled. If a deadline date is given for receipt of applications, no applications received after the deadline date can be reviewed.

### **Interviewing**

1. Before the interviewing of candidates begins, the search committee shall develop a file for each candidate that contains:
  - A. the candidate’s letter of application
  - B. at least three recent written recommendations
  - C. and, when applicable, reports of telephone conversations and any correspondence with the candidate, including copies of electronic mail evaluation forms that contain job-related criteria as described above (NOTE: If two candidates seem equally qualified, the committee must be able to justify the final selection based on identifiable determining factors.)
2. While individuals with interview responsibilities should seek to put the interviewee at ease, formal interviews should avoid questions that are not related to the applicant’s skills, qualifications, or other job-related factors. Neither the interviewer nor any other pre-employment inquiry should seek information that might be viewed as the basis for a biased hiring decision.
3. If all interviewed candidates are found to be unacceptable for the advertised position, then the pool of remaining acceptable candidates should be considered. If no remaining qualified candidates exist, the Dean or appropriate unit administrator may extend or re-open the search.
4. Expenses associated with the interview process are the responsibility of the recruiting college or department. If a candidate visits the campus on his/her own initiative, the candidate must be told that the visit does not constitute an interview.

### **Offer of Employment**

Upon selecting an appropriately qualified candidate for the position, the department chair (or Dean/Dean designee if no chair exists in the college) will offer the candidate the position using the [Standard Faculty Offer of Employment](#).

### **Disposition of Hired Applicant’s Pre-employment Files**

At the conclusion of each search process, the hiring department (or College, if no department exists) should contact the Human Resources Office of Faculty Affairs for information about disposition of pre-employment files for the person hired.

### **Retention of Other Applicant Files**

The completed files of all other applicants should be retained for a minimum of seven years from the date the position is filled.

<http://www.georgiahealth.edu/faculty/office>

### **Forms/Related Documents**

*Identify the form(s) which must be used to comply with the policy; explain the purpose of each form; provide a hypertext link to each form; please list the forms alphabetically.*

Applicant Clearing House Form: available from Office of Faculty Affairs  
 Faculty Employment Request:  
<http://www.georgiahealth.edu/faculty/office/Actions/Revised%20FER.pdf>  
 Position Classification Form:  
<http://georgiahealth.edu/hr/Employment/GHSU%20General%20PCF%207.13.11.pdf>  
 Standard Faculty Offer of Employment:  
<http://www.georgiahealth.edu/faculty/office/OfferLettersDrugScreening.html>  
 The URL for these links will need updating once consolidation of websites onto gru.edu domain has been completed.

## Appendices

*Optional (include only if needed). Use this section to cite the location of lengthy or complex references that applies to a few people.*

Board of Regents Policy Manual: 8.3.1 Faculty Employment  
[http://www.usg.edu/policymanual/section8/policy/8.3\\_additional\\_policies\\_for\\_faculty/#p8.3.1\\_faculty\\_employment](http://www.usg.edu/policymanual/section8/policy/8.3_additional_policies_for_faculty/#p8.3.1_faculty_employment)

<b>Approving Officer's Name(s)</b>	Ricardo Azziz, MD, MPH, MBA
<b>Signature(s)</b>	
<b>Title(s)</b>	President, Georgia Regents University and CEO, Georgia Regents Health System
<b>Date of Approval</b>	

## To be used by the Office of Compliance

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