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**APPENDIX C  
RECRUITMENT AND  
SELECTION PROCEDURES  
FOR FULL-TIME FACULTY**

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### RECRUITMENT AND SELECTION PROCEDURES FOR FULL-TIME FACULTY

#### C.1 FULL-TIME REGULAR FACULTY

- A. Definition of full-time regular faculty is found in Section 2.2 in the Faculty Handbook.

#### C.2 PROCESS OF RECRUITMENT

- A. At the point a full-time regular faculty position vacancy becomes known (e.g. receipt of a letter of retirement, resignation or a known vacancy), the department chair/school director in the affected department will initiate a letter to the dean requesting action (replacement of the faculty member, retention of the position, release of the position).
- B. The dean will then determine whether the vacant faculty line will remain in the affected department, be reallocated to another department within the college or released. The dean will submit his/her request for the faculty line's disposition to the Office of Academic Affairs.
- C. The Office of Academic Affairs determines the faculty line's disposition and informs the dean of its decision. The dean will contact the department chair/director regarding the availability of the faculty line or the transfer of the faculty line to another department. If the position is to be filled, the dean of the college initiates the hiring process as follows:
1. The department chair/school director develops position information and communicates to dean's office via a faculty position announcement worksheet, as appropriate.
  2. Unless otherwise designated, a requisition is placed into the On-Line UCO Job Site system by the dean's office personnel from the position announcement worksheet. Each faculty position has a position number. This number must be on each requisition along with the organization number of the hiring unit.
    - a. The On-line UCO Job Site allows on-line entry of faculty requisitions with electronic approval and workflow. This system is web-based and

- internet accessible. The website allows managers and Employment Services staff to track requisitions as they move through the approval process. Once an applicant is hired all applications, documents and other related materials are archived electronically.
- b. Requisitions are legal documents that may be used as evidence in the event of a selection challenge; therefore, careful attention must be given to the specified education requirements. The minimum preferred faculty credential listed on the requisition and in the advertisement must match the rank. If a lesser credential will be accepted, the requisition and the advertisement must clarify the lesser credential will equate to a lesser rank and salary. For example, if ABD is included as an acceptable credential, the matching rank must be “Instructor.”
  - c. If the position is to be advertised nationally, the “preference date” must be a minimum of four weeks after the posting date. The “job close date” should state “open until filled.”
3. Department chairs/school directors are encouraged to add qualifying questions and ranking criteria which can expedite the review process for the screening committee.
  4. The requisition proceeds through the approval queue.
  5. The requisition is sent electronically to on-line faculty posting sites such as Chronicle Careers and [HigherEdJobs.com](http://HigherEdJobs.com). Special efforts are made to recruit under-represented groups through HigherEdJobs.com and other publications.
  6. The On-line UCO Job Site generates a one page ad for posting or distribution. It is accessible through Employment Services and can be used intact without prior permission.
  7. Deans may approve advertisements (print or on-line) in outside journals and with professional organizations. If the ad is modified from the one generated from the On-line UCO Job Site, the new ad must be approved by the Office of Academic Affairs prior to submission for publication. College or department resources must be used to pay for the additional ads.

- D. Interdisciplinary and institute faculty positions will be assigned to a home department. Application, screening, and hiring of interdisciplinary and institute members shall follow the same guidelines stated for regular faculty positions.
- E. Full-time non-tenure track faculty will follow the same application, screening and hiring guidelines as stated for other regular full-time faculty positions. Exceptions may be made by academic affairs under extraordinary circumstances.
- F. Temporary full-time faculty will ordinarily be advertised in response to unforeseen and unannounced vacancies, for example, “last minute” retirements and resignations, or rapid programmatic changes. Application, screening, and hiring of one-year temporary full-time faculty members may follow the same guidelines stated for regular faculty positions or a modified search may be approved by academic affairs.

### **C.3           PROCESS OF SELECTION**

- A. Department chair/director in conjunction with his/her dean, determines who will serve as screening committee members for each open position. A resource guide for screening committees is available [here](#).
  - 1. The screening committee should consist of at least three (3) faculty members with knowledge of the open position’s discipline. All committee members must be at or above the rank of the open position. For interdisciplinary or institute faculty positions the committee membership should include representation from each stakeholder area, e.g. departments and/or institute. The committee’s make-up should be as diverse as possible and reflect the ideas and culture of the college and the university. The membership should include diversity in gender (at least one male and one female) and at least two other major categories of diversity (race, socioeconomic background, ethnicity, culture, sexual orientation, ability, or other aspects of self-identification). One or more faculty members outside the home department/school may be included as members of the screening committee in order to achieve an appropriate and diverse balance. The screening committee

- should be able to articulate clearly the institution's commitment to diversity and answer questions regarding resources available within the institution and community.
2. Neither the dean nor a department chairperson/school director may serve as committee members for positions within their home department/school or college. The chairperson/school director may observe but not participate during committee interviews.
  3. UCO Legal Counsel and Employment Services personnel (as needed) will schedule a meeting with each screening committee, to ensure each member is aware of appropriate procedures, affirmative action guidelines, etc. Note: all members of a screening committee must have been trained within the previous 24 month period by Legal Counsel.
  4. The screening committee will hold an initial meeting to:
    - a. Allow the dean/associate dean/chairperson/school director to address the specific characteristics and skills sought in a successful candidate and the number of finalists that must be identified for consideration by the dean and the provost/vice president for academic affairs
    - b. Elect a screening committee chairperson unless previously appointed by the department chair/school director or dean.
    - c. Review and modify the "standard reasons for rejection" provided by Employment Services.
- B. The chair of the screening committee obtains a login and password to view applications on the On-line UCO Job Site and distributes them to the screening committee.
- C. The screening committee will review all on-line applications according to qualifications specified in the position announcement and the agreed upon reasons for rejection associated with the on-line hiring process.
1. Position related communication with an applicant is not permitted outside of the formal hiring process;
  2. Inquiries from the applicant should be referred to Employment Services;

- D. The screening committee reconvenes to determine finalists.
- E. The screening committee conducts phone or electronic interviews to narrow the applicant pool.
- F. The screening committee checks references and reviews college degree(s).
- G. The screening committee invites candidates to campus for an interview or decides if the position is to be closed without hiring.
  - 1. Academic affairs has allotted funding for travel expenses per position, any additional expenses will be come from the department/school and/or college. The committee must adhere to the academic affairs guidelines for campus visitations that include candidate reimbursement procedures.
  - 2. The chair of the screening committee arranges an itinerary that includes time with the dean, department chair/school director, academic affairs, and department faculty. The itinerary may additionally include a research presentation, teaching presentation, a campus tour, Edmond tour or other relevant activities such as an introduction to or overview of the diversity within the Oklahoma City metropolitan area, opportunities to meet with representatives of organizations both on campus and off that represent diverse communities, and/or other opportunities to learn about the university's outreach to and engagement with diverse communities in the Oklahoma City metropolitan area.
  - 3. If the position is for an interdisciplinary faculty member, interview arrangements with all stakeholders will be arranged.
- H. The chair of screening committee constructs a report to the department chair/school director, which must be signed by entire search committee.
  - 1. The report will include a rank order of the finalists and indicate that the minimum number of professional references specified in the position requisition were contacted and the general results of the reference check.
  - 2. If electronic notes and documentation are utilized via the On-line UCO Job Site, this information is automatically archived. If not utilized, all written materials pertaining to the search will be delivered to the dean's office by the chair of the screening committee.

- I. The chair/school director will forward the written committee report to the dean along with his/her recommendation.
- J. The dean then forwards a letter recommending a candidate, along with a hiring packet to the Office of Academic Affairs. (Refer to the Faculty Hiring Packet Checklist at <http://www.uco.edu/academic-affairs/files/aa-forms/FacultyHiring/FacultyAppointmentProcessingChecklist.pdf>). In the case of an external candidate for department chairperson/school director, deans must discuss the finalist with the provost/vice president for academic affairs prior to making a final recommendation.
  1. Verbal offers of employment shall not be extended to any applicant. Verbal offers are unofficial and non-binding.
  2. The dean may use verbatim the following statement when talking with a faculty candidate:

“This is to advise you that the department chair/school director and dean, based on input from the screening committee, have recommended to the provost/vice president for academic affairs that you be offered the faculty position for which you applied. Please note, that this notification regards only the status of your application and does not constitute a job offer. If accepted by the provost/vice president for academic affairs, you will receive from the Office of Academic Affairs a letter of intent in which the position will be offered officially to you contingent upon a criminal background check, degree verification and approval by the president and Regional University System of Oklahoma. If you are officially offered the position will you accept it?”
  3. Negotiation of salary and benefits package occurs between the dean and the candidate pursuant to academic affairs approval.
- K. The hiring packet generated by the department/school is forwarded to academic affairs. The Office of Academic Affairs processes the hiring packet and initiates a criminal background check and degree verification through Employment Services. The Office of Academic Affairs verifies that the highest degree is awarded by a regionally accredited or internationally recognized institution.

- L. The official written position offer is the letter of intent from the provost/vice president for academic affairs. It is sent to the candidate after a criminal background check and degree verification are complete. Normally, a two-week period is allowed for response from the candidate.
- M. Upon receiving a signed letter of intent from the candidate, academic affairs will forward a copy to the dean.
- N. Notification of the faculty appointment is placed in the RUSO board letter for approval. RUSO approval concludes the official appointment process for a faculty member.
- O. Employment Services will send an on-line notification to applicants not selected for the position. Additionally, deans will use a template letter to send to finalists.
- P. Immigration issues will be addressed by Employment Services and Legal Counsel as they arise.
- Q. New faculty members will process into the university through Employment Services. They will receive information about benefits, paychecks, parking, keys, email, etc. See <http://www.uco.edu/academic-affairs/files/aa-forms/FacultyHiring/FacultyHiringSteps.pdf> for more information on new faculty processing. [Note: faculty are not allowed to teach until the processing has been completed.]
- R. If an advertised faculty position is not filled, a letter of explanation shall be sent to the dean. A faculty position not filled by April 1 may be reallocated or changed to a temporary position at the discretion of the provost/vice president for academic affairs.