Spring, 2021

Faculty Recruitment and Hiring Guidelines

To provide you with information as you recruit and select new faculty, Academic Affairs has put together an information guideline. This guideline was developed to support the effective academic searches on behalf of recruiting and hiring the best and brightest faculty to join our academic community. UNCP is committed to attracting and recruiting a high-quality and diverse faculty, both to support our academic excellence and to reflect the diversity of our student population. Faculty hiring is coordinated through the Office of Academic Affairs. Please be reminded that chairs are responsible for all faculty searches within their department.

This guide provides information to help ensure that equitable and effective standardized processes are followed as you recruit our future colleagues. If you have any questions about the attached materials or believe that the materials should be amended in any ways, please contact the Academic Affairs Office.
Roles and Responsibilities

Deans, Department Chairs, and the Department Search Committee (DSC) are responsible for ensuring that the evaluation and assessment of all candidates is equitable and consistent. They shall also ensure that the candidate and finalist selection and rejection processes are documented and sustained with verifiable evidence. Listed below are the specific roles and responsibilities of key individuals and groups in the search process.

Role of the Dean

- Ensures process is implemented in compliance with campus recruitment policies and procedures
- Makes recommendation/request to the Provost
- Reviews and approves position announcement
- Reviews and approves recruitment and advertising plan
- Reviews and approves evaluation criteria
- Reviews/approves list of finalists
- Reviews files of all finalists
- Meets with all on-campus finalists
- Recommends appointment of final candidate to the Provost
- Upon Provost approval, makes offer to the final candidate

Role of the Department Chair

- Oversees the implementation of the search
- Ensures fair employment practices are evident to all
- Facilitates the election of the DSC
  - Should strive to elect a diverse group of faculty to serve on the DSC
- Ensures all available recruitment resources appropriate to the discipline are utilized
- Collaborates with the DSC to review the applicant pool
- Collaborates with the DSC to make a recommendation on the finalists to the Dean
- Ensures all candidate travel request/needs have be arranged
- Meets with all on-campus finalists
  - Informs finalists of the requirements for tenure and promotion
- Notifies all applicants on outcome of their application

Role of the DSC (Department Search Committee)

- Abides by established processes
- Proactively recruits and advertises the position announcement
- Screens and evaluates applicants and candidates
- Solicits feedback from all tenured and tenure-track faculty, and takes that feedback into consideration when evaluating candidates and recommending finalists
- Conducts references checks
- Collaborates with department chair to make recommendation on the finalists to the Dean
- Submits files of all finalists to the dean
- Maintains strict confidentiality concerning all information received, reviewed, and discussed
**Procedure for Recruitment and Selection of New Faculty**

**Instructions to Department Chair:** Please check each item on the following checklist as you go through the procedure for recruiting and selecting a new faculty member, sign the checklist when you have completed the procedure, and return the completed checklist to the Dean.

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<th>Procedures</th>
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| 1. Submit a request for recruitment of new faculty to your Dean.  
  • Dean will then submit to Academic Affairs for approval  
  o NORTH CAROLINA OFFICE OF STATE PERSONNEL (uncp.edu) |
| 2. Speak directly with the Affirmative Action Office (Director of Human Resources) concerning a list of appropriate minority candidates in your discipline. (See the UNCP Affirmative Action Plan, particularly pp. 96-98, which are included in the information packet with this form.) |
| 3. Prepare advertisement for position.  
  • For Endowed Positions please submit to Academic Affairs for approval |
| 4. Submit advertisement to Dean and Human Resources Office for approval. |
| 5. After the closing date for the advertised position, contact the Affirmative Action Officer, explain the composition of the application pool, and ask for permission to proceed with the search. |
| 6. Screen applicants thoroughly, including checking references via telephone and talking to someone who knows the candidate well but is not on the candidate’s reference list. Talk at length with the candidate. |
| 7. Recommend to the Dean the applicants you want to interview. |
| 8. After receiving approval for bringing applicant to campus, contact applicant to confirm travel arrangements.  
  • Please submit the Pre-Travel Request for each candidate  
  • The chair of search committee should work with the prospective candidates to book airfares as early as possible to obtain the best rate. Fayetteville, NC airport should be used. Please contact Ms. Ginger King in Accounts Payable for more information on Safe Harbors Travel Agency to book pre-paid flights.  
  • Candidate must pay for car rentals then get reimbursed after visit.  
  • The chair of the search committee should contact the Executive Assistant in Academic Affairs as soon as the travel dates are confirmed to book the hotel reservation at the Holiday Inn Express in Pembroke at a reduced rate for UNCP. The standard is to book a one-night stay for a campus visit with a maximum of two nights when necessary.  
  • To receive reimbursement for the per diem rate from state funds, prior approval from the Chancellor’s office must be obtained by completing the required form (Chancellor’s Representative for State-funded Meals Form). Once signed, ask the Chancellor’s Office to forward the form to Academic Affairs. If prior approval is not obtained, the department must use their non-state funds for reimbursement of meals with candidates.  
  o chancellors_rep_for_state_funded_meals.01.2019.pdf (uncp.edu)  
  • If you would like a meal in the cafeteria, send an email to the executive assistant in Academic Affairs. A catering request will be completed for the candidate and one faculty member. The Chancellor’s Representative for State-funded Meals Form does not confirm where the meals will be held.  
  • Reimbursement to departmental faculty for meals with prospective candidates will be limited to the In State per diem rates for breakfast, lunch, and dinner. The faculty member is responsible for the excess over the per diem rate unless the
department chair or the dean approves payment of any excess from their departmental non-state funds. – per Accounts Payable

9. The chair of the search committee should contact the executive assistant in Academic Affairs to get interview times with Administration in AA. Once times have been confirmed with the executive assistant the chair of the search committee must set up meeting request in outlook with respective Administration in AA.
   • Establish an interview schedule and include appropriate department members, the Dean, the Provost/Vice Chancellor for Academic Affairs/Administration in Academic Affairs
   • All Endowed Positions must be interview by the Provost & Chancellor
   • Prior to the campus interview, distribute copies of the candidate’s vita and itinerary to the Dean, Provost/Vice Chancellor for Academic Affairs (cc Executive Assistant), and other appropriate parties.

10. Explain to applicant that he or she will give a planned presentation during the campus visit upon chair approval. ¹

11. Send applicant the Application for Academic Positions form so that he or she can complete and return it with signature.

12. Prior to the campus interview, distribute copies of the candidate’s vita and itinerary to the Dean, Provost/Vice Chancellor for Academic Affairs (cc executive assistant), and other appropriate parties.

**Post Interviews**

13. Rank candidates.
   • If final candidate did not come to campus for first initial interview and had virtual interview you must then ask candidate/finalist to come to campus for a face-to-face interview.

   o [Statement of Proficiency in Oral and Written Communication.pdf](https://uncp.edu)

15. Send letter to Affirmative Action Officer describing process and hiring decision, stating briefly why each applicant who was not hired was not hired.

16. Upon approval of Affirmative Action Officer, ask for approval of Dean to make a job offer.

17. Please send Recommendation to Hire Letter to Provost/Vice Chancellor for Academic Affairs (cc executive assistant) for signature

18. Offer the position to your first choice upon approval from Provost/Vice Chancellor for Academic Affairs

19. When a candidate accepts offer, please have executive assistant in department to get New Faculty Packet ready and submit to executive assistant in Academic Affairs.
   • Please see Faculty File Information Checklist for New Faculty Packet
     o [FACULTY APPOINTMENT RECOMMENDATION](https://uncp.edu)
   • Make sure to ask hired candidate to provide official transcripts for his or her academic work
   • Request criminal background check from HR

20. All new faculty must complete onboarding with the OHR and new faculty orientation with Academic Affairs. Please ensure to notify candidate of those dates.
Candidates should make a presentation (class lecture or seminar presentation) during the interview process. Make sure that candidates are informed of this planned presentation when they are invited for an interview. Give the candidate some direction about the nature of the presentation. Also make sure that students, from either the departmental advisory committee or from your department, have an opportunity to hear this presentation. If possible, all departmental faculty should hear the presentation.