

Faculty Search Process
College of Arts and Sciences

Step 1: Establish the Search Committee and Recruit

- Select a search committee chair and members. Diverse representation should be a key consideration when forming the committee.
- Create the job ad, including language on diversity and family friendly policies.
- Fill in the authorization letter sent to you by the dean.
- Prepare **Form A - Search Initiation** and submit it along with the job ad and the completed authorization letter to the Associate Dean of Faculty prior to advertising or posting the position.
- The College will provide up to \$9000 for expenses per search. Expenses beyond this are borne by the department.
- The College will place a general electronic ad in the *Chronicle of Higher Education*.
- Work to recruit a broad pool of qualified, diverse applicants, following your diversity plan.

Step 2: Permission to Conduct On-Campus Interviews

- The College requires that at least three candidates be interviewed on campus.
- Create a list of the committee's top eight candidates and choose three to invite to campus. Submit **Form B – Short List Approval & Pre-Interview Approval** to the Associate Dean of Faculty. Attach to this form a letter that (1) lists the explicit selection criteria employed by the search committee, (2) contains one to two paragraphs about the qualifications of each of the top eight candidates and how they measure up on the selection criteria, and (3) describes how women and minority applicants fared in the search. Explain how the committee decided to invite three of these eight candidates for on-campus interviews, making sure to address the issue of diversity. For each finalist you will be inviting to campus, submit **2 copies** of the candidate's vita, **2 copies** of the candidate's letter of application, and **2 copies** of all letters of recommendation

Letters of Recommendation: Please note that all letters of recommendation must be of recent vintage, signed, and on letterhead. Copies of signed letters on letterhead which have been collected in a packet authorized and sent by either a university or a commercial or professional-association dossier service are acceptable. Electronically transmitted letters on letterhead with electronic signatures are also acceptable. If you receive a letter that is unsigned or not on letterhead, immediately ask the recommender to provide you with an acceptable version. It is critically important that all three letters of recommendation speak to the candidate's research qualifications from a position of expert knowledge. If, in your judgment, any letter does not measure up to this standard, please ask the candidate to provide a new letter from a properly qualified expert. **Candidates' letters of application, vitas, and a minimum of three signed letters of recommendation on letterhead must be submitted to the Dean's Office at least one week prior to their scheduled campus visits.**

- In accord with University policy, the College will cover the costs of A&S faculty members dining with candidates during the on-campus visit as follows:
 - For University employees, the College will cover the expenses incurred during recruitment for a maximum of five (5) A&S faculty per event (plus the candidate).

- The College will cover expenses incurred for four events per candidate (luncheons, dinners, or receptions).
 - The College will not consider the candidate and one University employee having a light breakfast, coffee, or lunch to constitute an event.
 - The College expects that expenses will be reasonable. Modest alcohol costs can be covered, but these should be itemized separately.
 - If the search is a joint appointment with another College, it is anticipated that expenses will be shared as appropriate.
- A list of do's and don'ts of interviewing is found here: http://www.as.uky.edu/Admin/Chairs/affirmative_action.aspx.

Step 3: Permission to Make an Offer

- Prepare **Form C – Pre-Offer Approval Form** and submit it to the Associate Dean of Faculty. Attach a letter that includes one to two paragraphs about each interviewed candidate's qualifications. Describe the issues that influenced the committee's decision to recommend the final candidate(s), and be sure to address the issue of diversity. An assessment of teaching abilities and potential, based partly on a teaching seminar, demonstration or discussion, is mandatory. In addition, delineate the committee's plans about second and third-choice candidates. If none of the candidates are acceptable, you can discuss with the Dean's Office the possibilities of bringing in additional candidates or requesting that the search be continued the following academic year.
- Prior to making an offer:
 - Discuss salary with the Associate Dean of Faculty
 - Discuss start-up packages with the Associate Dean for Research and Graduate Studies
 - Obtain approval of the offer letter from the Associate Dean of Faculty.