

Step 1: Establish a search committee and submit a job advertisement

- Select a search committee chair and members.
 - Diverse representation should be a key consideration when forming this committee. Consider appointing both established and early career faculty and those working within and outside of the position subfield. If the department has a diversity committee, consider including a member to serve on the search committee.
 - Encourage search committee members to attend the Unconscious Bias Training offered by UK's Office of Institutional Diversity (<https://iede.uky.edu/ubi>).
- Write a draft job advertisement:
 - The advertisement should be for the approved position
 - Define the position in as broad terms as possible to ensure a diverse pool of applicants
 - It is better to detail expectations rather than strict requirements
 - Advertisement should include: title series, rank, appointment period, tenure eligibility, area of specialization, distribution of effort, essential duties, and minimum and preferred qualifications
- Complete Form A and submit it to the Associate Dean of Faculty prior to advertising or posting a position.
- Search committee members meet with Associate Dean of Faculty.

Step 2: Submit hiring request for approval through Provost's workflow

- Once the details of the new position and job advertisement are finalized, the Dean's Office will submit it for approval through the Provost's workflow (please note, this may take one or two weeks so plan accordingly).
- The department chair and search committee chair will be notified when the position has been approved and the job advertisement has been approved.

Step 3: Recruit a diverse pool of applicants

- Search committee members and others should work to recruit a broad pool of qualified, diverse applicants for the position.
 - All advertisements and announcements must reference the UK Jobs posting as well as direct applicants to apply through the Integrated Employment System. Once the job advertisement is approved, we will provide you with a link that you can disseminate easily.
- The committee should develop a strategy and rubric for assessing the applicants once the application window has closed.
- Search committee members may choose to conduct zoom interviews with a "long" list of applicants. Be sure to ask each applicant the same questions and to be as equitable as possible.
- Remember to conduct all conversations about applicants in person, rather than via email.
- The department chair should submit Form B requesting permission for on-campus interviews to the Associate Dean of Faculty.

Step 4: Interviews

- The College requires that at least three candidates be interviewed, ideally on campus.
- The College will provide up to \$9,000 in expenses per search. Expenses beyond this are borne by the department.
- In accord with University policy, the College will cover the costs of A&S faculty members dining with candidates during the on-campus interviews. No more than five A&S faculty (plus the candidate) should attend each meal. The College will cover expenses incurred for four events per candidate (luncheons, dinners, or receptions. Note, a light breakfast, coffee, or lunch for the candidate and one University employee will not be considered a meal).
- The College expects that expenses will be reasonable. Modest alcohol costs can be covered, but these should be itemized separately.
- The faculty search committee or the department chair should ensure that all faculty and students interacting with job candidates have been provided with a copy of the “Do’s and Don’ts of Interviewing”.
- All faculty interviews must contain an assessment of teaching (a demonstration or discussion).
- Once a top candidate has been identified, department chair should discuss salary with the Associate Dean of Faculty and start-up package details with the Associate Dean for Research and Graduate Studies.
- Department chair should submit Form C to the Associate Dean of Faculty for approval.

Step 5: Hiring

- The Dean’s Office will provide the department chair with a draft offer letter for approval. Once approved by the chair, the Dean’s Office will submit the hiring request for final approval by the Provost’s Office. This approval process may take up to one week.
- While awaiting approval, the department chair may verbally share with the candidate that a job offer will be forthcoming, but the chair should not make any promises about the terms of the offer.
- Any changes to the offer letter must be approved by the Dean’s Office.
- Be sure to notify unsuccessful candidates only after an offer has been accepted, but prior to public announcements of the appointment.