College of Arts & Sciences Search Procedures
(in addition to those provided by the Office of the Provost)

Tenure-track searches:

<u>Prior to the Search (late spring):</u>

Before any search can begin the department must request in writing a search for a particular specialty. The request may include an explanation of how the specialty selected will contribute to faculty diversity in the department and the College and those requests providing specially compelling explanations will be given some priority in search authorizations.

A form will be provided to describe anticipated start-up, renovations, furniture needs, and the availability of suitable office and lab/studio space.

Before the search is initiated, the Dean will obtain the Provost's approval to retain the line and conduct a search. The Dean will then give the department head written approval to begin the search process.

<u>Authorization of the Search (late summer/early fall):</u>

The Dean authorizes the search and asks the department head to recommend a search committee and submit a request for advertising funds. ***It is the department's responsibility to make sure that all start-up and space needs have been documented and assurances have been received from the Dean's Office before the search begins.*** The department must also discuss strategies for increasing the diversity of the applicant pool as well as strategies for addressing issues of diversity in faculty searches with College's Diversity Liaison, Associate Dean Maura Heyn (mkheyn@uncg.edu).

<u>Appointment of Search Committee</u>

The Dean appoints a search committee and transfers advertising money to the department's operating account.

<u>Prior to Placing the Ad</u>

The Department prepares the posting on Jobsearch. ***The Jobsearch posting must be approved by HR before the position description can be posted or distributed, or any ads placed!*** The College provides funds to departments to post their ad on-line with the Chronicle of Higher Education and to purchase their Department of Labor proof to satisfy Department of Labor requirements if a non-US citizen is hired. Departments are encouraged to use Graystone Advertising (ads@graystoneadv.com) in the placement of ads. Departments should also post their ad with the Black Doctoral Network (BDN) by indicating this as an advertising source in Jobsearch. (Human Resources will place the ad with BDN).

The position description should include wording similar to the following: "UNCG is a Minority Serving Institution, with an undergraduate student body consisting of 28% African Americans and 9% Hispanic or Latino Americans. UNCG and XXX Department foster an environment of collaboration across departments and schools and support community-engaged research. UNCG is proud of the diversity of its student body and we seek to attract an equally diverse applicant pool for this position. UNCG is located in a metropolitan area of more than 1.6 million in the Piedmont region of North Carolina, between the Atlantic Ocean and the Appalachian mountains. UNCG is an EOE/Affirmative Action/M/F/D/V employer and are strongly committed to increasing faculty diversity."

Prior to Inviting Candidates to Campus

After the department has narrowed its list of finalists, the department head must send *copies* of the dossiers (cover letter, CV and reference letters) of the top six candidates with a letter giving the head's assessment of each finalist, including the contributions that each of them would make to promoting diversity among the Department and College faculty. With these recommendations, the Head will also provide a summary of the diversity of the applicant pool and, if the diversity is markedly less than expected, a justification for proceeding to campus interviews rather than extending the search so as to increase the diversity of the pool. This material must be sent to the Dean *at least one day* prior to a scheduled meeting to discuss campus visits. The department should also change the Jobsearch workflow for these candidates to "Send Interview Candidate to Dean." These will automatically be forwarded by the Dean's Office to HR-AA to allow them sufficient time to review the request.

Approval of Campus Interviews

Following the meeting, the Dean will send the department head a memo approving campus visits for specific candidates and noting which administrators the candidates will need to meet with during their visit. *It is very important that departments confirm the availability of key administrative personnel prior to confirming travel arrangements.* Departments may contact the candidates when both the Dean and HR-AA have approved the candidates. (Those approved only by HR-AA are considered to be "back-ups" whose campus interview would still need to be approved by the Dean.

Interviewees should be invited to discuss partner accommodations during the interview in a letter or email sent before the visit using language that will be provided.

After the initial interviews have been approved, no further visits may be scheduled without written approval.

Travel reimbursement & discretionary money is transferred to the department's operating account.

After the Campus Interviews

Following department discussions, the department head schedules a meeting with the Dean to discuss an offer of appointment. The Dean will verbally communicate a salary range for the offer and follow this agreement up with an email. Department Heads should not exceed the top of the agreed upon range without receiving additional written communication from the Dean. For those candidates who have not completed their Ph.D., department heads should be sure to communicate that the appointment will be made at the rank of Instructor at reduced salary if the degree is not received by August 1. Once an offer has been approved by the Dean, the department head sends his draft letter to the Assistant Dean for review and initiates the Initial Hiring Proposal in Jobsearch.

A formal offer cannot be made to a candidate prior to the approval of the Initial Hiring Proposal in Jobsearch and approval of the draft offer letter by the Assistant Dean.