

Checklist For Employment of Full-Time Faculty

Recruitment Process

- _____ 1. Dean authorizes recruitment.
- _____ 2. Department Chair requests waiver of search in extraordinary circumstances when it is not possible or appropriate to conduct a national search.
- _____ 3. Dean approves waiver of search for temporary or interim appointment of one year or less. Provost approves requests for waiver of search for tenure track appointments and other appointments of more than one year.
- _____ 4. Department Chair or Dean appoints and charges search and screening committee.
- _____ 5. (Prior to completing the AA-02 form, the Department Chair should have the ad approved by the Dean.) Department Chair recommends Recruitment Plan (AA-02) to the Dean and provides ready-to-mail advertisements. The Recruitment plan must show evidence that the ad will be placed in venues that will attract a diverse pool.
- _____ 6. Dean approves the Recruitment Plan (AA-02) and informs the department.
- _____ 7. Dean forwards an information copy of the Recruitment Plan (AA-02) to the University's Affirmative Action Officer.
- _____ 8. Dean's Office mails advertisements and requests invoices for payment.
- _____ 9. Dean's Office updates Recruitment Summary.
- _____ 10. Department Chair acknowledges the receipt of each application in writing and includes a copy of the Supplemental Personal Data Form for Evaluating Affirmative Action Recruitment, business reply envelope and cover letter provided by the University Affirmative Action Officer. (The chair ensures that title/rank and number of the position are entered in the space provided on the cover letter.)
- _____ 11. Department compiles a list of all applicants for the position.
- _____ 12. Dean's Office authorizes payment of invoices for advertising.

Screening Process

- _____ 1. Department conducts initial screening of applications to identify applicants who do not meet the minimum criteria advertised for the position and who will not be considered further. The ineligible applicants are noted on the list of applicants and are informed that they are not being considered for the position.
- _____ 2A. Department conducts second screening to identify candidates for whom complete

application files will be compiled. The list of applicants is updated to identify those to be invited to submit complete files and the complete files are requested.

_____ 3. Department screens completed files to compile short list of top candidates and identify those to be invited to campus for interviews. The list of applicants is updated for submission as part of the Report of Recruitment Results and Request to Interview (Form AA-04). **The Department sends a ranked list of finalists to the Dean's Office, which includes both the short short list and the longer short list. CV's for ALL finalists should be included.**

_____ 4. Department informs all applicants of their status in the search.

Interview Process

_____ 1. Department consults with appropriate offices to determine possible dates for interview and the visa status of non-resident aliens.

_____ 2. Department Chair prepares pages 1 and 2 of the Report of Recruitment Results and Request to Interview (Form AA-04) and forwards them with a copy of the justification for each candidate to be interviewed to the EO/AA Programs and Compliance Administrator to request completion of page 3 and comments on page 2 as appropriate.

_____ 3. Department Chair reviews the completed AA-04 received from EO/AA Compliance Administrator and forwards the completed form (with the completed files for the candidates recommended for interview) to the Dean for approval.

_____ 4. Dean provides information to the Office of Academic Affairs about candidates to be interviewed who are employed at another UNC institution.

_____ 5. Academic Affairs prepares letter for the Chancellor to the chancellor of each candidate from another UNC institution and informs Dean if permission to interview is required and approved.

_____ 6. Dean approves the Report of Recruitment Results and Request to Interview (Form AA-04), informs the Department Chair, and forwards a copy of page 1 of the form (with original signatures) to the Travel Clerk in Financial Services.

_____ 7. Dean's Office updates Recruitment Summary.

_____ 8. The Dean's Office makes arrangements as appropriate for interviews by the Chancellor, Provost, and/or Dean of the Graduate School and provides copies of the candidate's materials to the interviewers.

_____ 9. Travel Clerk provides information required to complete travel and housing arrangements for candidates to be interviewed.

_____ 10. Department makes final arrangements for interviews and distributes interview schedule and itinerary to participants in the interview.

_____ 11. During the interview, Department obtains candidate's social security number and signature on Travel Reimbursement Form and signatures on Authorization for Release of Information for Verification of Credentials, Statement of Selective Service Registration Compliance, and Notice of Immigration Law Requirements (AA-33) (if not obtained previously).

_____ 12. Department receives statement of travel expenses and receipts from candidates and submits them to Dean's Office for authorization of payment.

- _____ 13. Dean's Office approves Travel Reimbursement Form and forwards it to Financial Services for payment.
- _____ 14. Dean's Office updates Recruitment Summary.
- _____ 15. Financial Services processes Travel Reimbursement Form and mails reimbursement check to the candidate.

Appointment Process

- _____ 1. Department considers opinions of participants in the interviews and identifies the finalist(s) to be recommended for appointment. The interview should follow the College protocol for campus visits.
- _____ 2. Dean discusses with the Provost the need to offer a salary above the point-of-reference maximum prior to any discussion of such salary with the candidate.
- _____ 3. Department completes Verification of Credentials For Faculty (AA-34 Fac) form for the selected candidate.
- _____ 4. Chair/Dean negotiate terms and conditions of appointment with the candidate. (In most cases, the Chair takes the lead in negotiating with the candidate.)
- _____ 5. Department Chair attaches PD-7 to the Recommendation for Initial Appointment and forwards it with the candidate's file to the Dean.
- _____ 6. Dean forwards Request to Offer a 9-Month Salary Above the Point-of-Reference Maximum (AA-07) and a copy of candidate's vitae to Office of Academic Affairs if the recommended salary exceeds the point-of-reference maximum for the rank.
- _____ 7. Academic Affairs processes the request to offer a salary exceeding the point-of-reference maximum and informs the Dean of the action by the General Administration.
- _____ 8. Dean prepares and mails Appointment Agreement and cover letter to candidate offered a Special Faculty appointment or appointment as an Instructor or Assistant Professor.
- _____ 9. Dean prepares Appointment Agreement and forwards Recommendation for Initial Appointment for Associate Professor or Professor with candidate's file to the Provost.
- _____ 10. Provost issues Appointment Agreement with cover letter to candidates offered appointment as Associate Professor or Professor.
- _____ 11. Dean forwards accepted appointments with complete file which includes Vitae, Official Transcript, Authorization For Release of Information (AA-33), Verification of Credentials for Faculty (AA-34 Fac), and copies of Recruitment Plan (AA-02), Report of Recruitment Results and Request to Interview (AA-04), and Recommendation for Initial Appointment to the Office of Academic Affairs.
- _____ 12. Dean's Office updates recruitment summary.
- _____ 13. Academic Affairs prepares materials to submit recommendations to the Board of Trustees and Board of Governors.
- _____ 14. Academic Affairs prepares letters for Chancellor's signature to notify candidates of action taken by Board of Trustees and Board of Governors.

- _____ 15. Academic Affairs submits PD-7 to the Budget Office and establishes official personnel file for the faculty member.
- _____ 16. Academic Affairs sends a copy of the Recommendation for Initial Appointment to the University Affirmative Action Officer for evaluation of the effectiveness of affirmative action recruitment efforts.
- _____ 17. The University Affirmative Action Officer prepares a written evaluation of the effectiveness of affirmative action recruitment efforts that is provided to the Provost at the conclusion of recruitment each year.