

## FACULTY SEARCH PROCESS – FULL TIME (TERM & TENURE TRACK)

Overview: The position must be advertised for a minimum of 11 days unless a search waiver has been approved. A search committee must screen the applicants. A minimum of three candidates who meet the minimum qualifications must be interviewed. *All search committee members must complete the mandatory training prior to screening applicants.*

### 1. APPROVAL PROCESS

#### Tenure-track hires:

The department submits an electronic copy of Tenure-Track Faculty Hiring Request Form (see <http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs> ) to Susan Ryan, Associate Dean for Faculty Affairs. The following bodies will review each request:

- A&S Planning and Budget Committee
- A&S Dean
- Provost's Office

#### Term hires:

The department submits its request via a web form (<http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/term-line-request>). Requests are considered and approved within the A&S Dean's office.

For both kinds of hires, Dr. Ryan will notify the department chair (and copy Yolanda Demaree at [y.demaree@louisville.edu](mailto:y.demaree@louisville.edu)) of the decision. If permission to hire is granted, Faculty Affairs (FA) will obtain the PCN from Juli Wagner.

- 2. CREATE:** Upon receipt of approval to hire, the department will submit the job ad to Yolanda Demaree in Faculty Affairs (FA) as an MS Word document. FA will post the position on the UofL website. The email accompanying the ad must contain the following information:
  - Search committee information (name, gender, & race/ethnicity of each member; identify committee chair & diversity advocate)
  - Length of time the ad should run (start and end dates)
  - List of outside venues where the ad will be placed. *Note: Departments are responsible for placing ads in outside publications.*
- 3. REVIEW:** Yolanda Demaree will review the ad and follow up with the department if clarification or additional information is needed.
- 4. ENTER IN PEOPLESOFT:** Yolanda Demaree will complete the Job Opening panel in PeopleSoft to post the ad and advertise the position. Yolanda will email the department (and copy the UBM Intermediate) with the new job ID number. *Note: HR must approve the new position and notifies FA of the approval.*
- 5. SCREEN & UPDATE:** The department will review the applicant pool in PeopleSoft and screen out any applicants who do not meet minimum qualifications. This update task can be done at any time. You do not have to wait until you have selected the preferred candidate.
- 6. DEMOGRAPHIC DATA:** Yolanda Demaree will obtain demographic data on the pool of applicants from HR. Susan Ryan will review the data prior to the first-round interviews and before approving the preferred candidate. *Note: The data are not available until the position closes.*
- 7. INTERVIEW:** The search committee must interview a minimum of three qualified applicants. The initial interviews may be conducted over the phone or via remote meeting software.

8. **INTERVIEW EVALUATION:**The department will complete the Interview Evaluation panel for applicants interviewed for the position and notify Yolanda Demaree via email when this task is completed.
9. **MAKING THE OFFER:** See below.
10. **HR APPROVAL:** Once Yolanda Demaree receives approval from HR to make the offer, the normal process to hire full-time faculty will be followed.
11. **SIGNED LETTER OF OFFER:**Yolanda Demaree, FA, will provide the department with a copy of the signed letter of offer.

NOTE: If the chair wants to request a search waiver, please contact Susan Ryan.

### **MAKING THE OFFER**

1. PLEASE NOTE: The Department Chair must FIRST GET THE DEAN'S APPROVAL of the terms of the offer before discussing salary or any other specific terms with any candidate. This can be done via an e-mail from the Department Chair to Susan Ryan, Associate Dean for Faculty Affairs (copy Yolanda Demaree, Faculty Affairs Manager) stating the terms, including salary, that the Chair would like to offer. Be sure to attach the CV and letters of recommendation. For new hires, consideration is given to issues of salary compression and/or salary equity. If you have questions or would like to discuss salary range or what is customary for other terms of the offer (such as research start-up funds, moving expenses, and computer allotment), please feel free to contact Susan Ryan at 852-9142 or [sryan@louisville.edu](mailto:sryan@louisville.edu).

2. After the Dean has approved the terms, the Chair initiates a PRELIMINARY discussion with the preferred candidate. The preferred candidate must be told that nothing is official until HR has given approval to extend the offer.

3. If the candidate accepts the terms without negotiating for any changes, Yolanda Demaree will draft the letter of offer. She will ask the Chair to review a draft of the letter before FA sends a final version to the preferred candidate. The draft will be sent via email. Approval to extend the offer must be received from HR before the letter of offer can be sent. *Note: letters of offer are sent via email and the Chair is copied.*

4. If the candidate wants to negotiate any of the terms of the offer, the Chair will need to get the Dean's approval regarding any changes. This can be accomplished by contacting Susan Ryan. Yolanda Demaree will then revise the letter of offer. She will ask the Chair to review a draft of the letter before the Dean's Office sends the official letter to the preferred candidate. The draft will be sent via email. Approval to extend the offer must be received from HR before the letter of offer can be sent. *Note: letters of offer are sent via email and the Chair is copied.*

5. If the preferred candidate is to be hired with tenure, a tenure review must be completed and submitted to the Provost's Office. Before a letter of offer can be sent, the Provost must agree to a recommendation for tenure.

NOTE: All full-time faculty positions must have the following additional documents to finalize the hiring process:

Current CV: department will provide

Faculty Vote: department will provide date and tally of faculty vote

Letters of Recommendation: department will provide

Official Transcript: candidate will provide per instructions on letter of offer

If you have questions, please contact Yolanda Demaree at 852-5206 or Susan Ryan at 852-9142.