

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

Overview: The position must be advertised for a minimum of 30 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.

- 1. APPROVAL:** The department must obtain approval by submitting an electronic copy of the *A&S Authorization to Hire Form* to Dr. Deborah Keeling, Associate Dean for Faculty Affairs. Dr. Keeling, in consultation with the Dean, will review the request and notify the department chair (and copy Yolanda Demaree at y.demaree@louisville.edu) of the decision. Faculty Affairs (FA) will obtain the PCN and the program code from Bridget Burke, Director of Finance.
- 2. CREATE:** Upon receipt of approval to hire, the department will create the job ad for the approved position and email the Word document to Yolanda Demaree in Faculty Affairs (FA) at y.demaree@louisville.edu. FA will post the position on the UofL website. The email must contain the following information:
 - a. Search committee information (name, gender, ethnicity and chair)
 - b. Duration the ad should run (start and end dates)
 - c. List of outside publications

Note: Departments are responsible for placing ads in outside publications.
- 3. REVIEW:** Yolanda Demaree, FA, will review the ad and follow up with the department for clarification or if additional information is needed. FA will obtain final ad approval from the Dean.
- 4. ENTER IN PEOPLESOFT:** Upon receipt of ad approval from the Dean, Yolanda Demaree, FA, 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) 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 that do not meet the minimum qualifications. Keep in mind, 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, FA, will obtain demographic data on the pool of applicants from HR. Dr. Deborah Keeling will review the data prior to the interviews and before approving the preferred candidate. *Note: The data is not available until the position closes.*
- 7. INTERVIEW:** The search committee will conduct interviews for qualified applicants. A minimum of three qualified applicants must be interviewed. The initial interviews do not need to be “in person”; they can be conducted over the phone or via programs such as Skype.
- 8. INTERVIEW EVALUATION:** The department will complete the Interview Evaluation panel for applicants interviewed for the position and notify Yolanda Demaree, FA, via email when this is completed.
- 9. MAKING THE OFFER:** See separate page
- 10. HR APPROVAL:** Once Yolanda Demaree, FA, receives approval from HR to make the offer, the normal process to hire full time faculty will be followed. This process includes
- 11. SIGNED LETTER OF OFFER:** Yolanda Demaree, FA, will provide the department with a copy of the signed letter of offer.

NOTE: This is the process for full time faculty searches. If a full search is not being conducted, please contact Dr. Deborah Keeling.

MAKING THE OFFER

1. PLEASE NOTE: The Department Chair must FIRST GET THE DEAN'S APPROVAL of the terms of the offer before salary or any other specific terms are discussed with any candidate. This can be done via an e-mail from the Department Chair to Dr. Deborah Keeling, Associate Dean for Faculty Affairs, stating the terms, including salary, the Chair would like to offer. Be sure to email 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 Dr. Deborah Keeling at 852-2237 or dgwils01@louisville.edu.

2. After the Dean has approved the terms the Chair can offer, the Chair speaks with the preferred candidate to have a PRELIMINARY discussion. The preferred candidate must be told that this is a preliminary discussion and 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, Manager of Faculty Affairs, will draft the letter of offer. She will ask the Chair to review a draft of the letter before FA 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.*

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 Dr. Deborah Keeling at dgwils01@louisville.edu or 852-2237. Yolanda Demaree will draft 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 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 of faculty vote 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 or just want to "talk through" the process described above, please contact Yolanda Demaree at 852-5206 or Deborah Keeling at 852-2237.