MEMORANDUM

Date:

To:    Donna J. Petersen, MHS, ScD
        Dean
        College of Public Health

From:  Name, Ph.D.
        Search Committee Chair

RE:    Proposed Search Plan for Position #        Rank

As required by the University Office of Diversity and Equal Opportunity, the Search Committee for the above referenced position is submitting the attached Search Plan for your approval. Upon receipt of your approval, we will place the position announcement and begin the recruitment process.

The Search Plan includes the following:

☐ A. USF Health Faculty Position Funding Plan
☐ B. Position Description
☐ C. Search Committee Member List
☐ D. Proposed Search Timetable and Process
☐ E. Administrative Support Staff and DEO Liaison
☐ F. Draft Advertisement and Source Placement
☐ G. Candidate Evaluation Instruments
☐ H. University Position Vacancy Announcement (Attachment II)

Submitted by: _______________________________  Date: ____________
    Search Committee Chair

Approved: _________________________________  Date: ____________
    Department Chair or Designee

Approved: _________________________________  Date: ____________
    COPH DEO Liaison

Approved: _________________________________  Date: ____________
    Dean or Designee
A. USF Health Faculty Position Funding Plan

The funding plan is provided in Attachment I.

B. Position Description

The Chair position description is provided in Attachment II.

C. Search Committee Member List

The search committee members are provided below:

Member's Name, Degree, Rank, College, Gender/Ethnicity

D. Search Timetable and Process

The Search Timetable is provided below.

_____ : Search committee reviews position, descriptions and advertisement
_____ : Search Plan submitted to USF Health office of Faculty Affairs for review
_____ : National Advertisement placed (ASPH and Chronicle-Website, APHA)
_____ : Begin review of applications
_____ : Applicant pool certified as acceptable by COPH DEO Liaison
_____ : Candidates invited for Interviews
_____ : Search Committee submits recommended candidate to Chair and Dean

1. All submitted applications will be opened by ________. He/she will inventory the contents of each application package and create an applicant folder. Applications will be acknowledged within five working days via an e-mail from ______, and an Affirmative Action Data Form will be included. Any missing information will be requested via email.

2. The candidates will be asked to return the completed Affirmative Action Data Form to ______. Information obtained from the Affirmative Action Data Form will not be forwarded to the Committee or other reviewers. These forms will be forwarded to Ms. June Lake, the USF COPH DEO Liaison. In accordance with the University Faculty Recruitment Guidelines, Ms. Lake will review the applicant pool prior to the onset of the applicant screening process to determine if minority applicants are represented. After Ms. Lake has certified that the applicant pool is acceptable, the applications will be forwarded to the Search Committee for review.

3. The position will be open until filled, with initial review of applications beginning Date.
4. The Search Committee will review and rate all pre-applicants using the Initial Application and Assessment of Minimum Qualifications Form provided in Attachment IV. Additional applications will be reviewed and evaluated as they are received.

Applicants not meeting the minimum qualifications for the position will be notified of such by the Search Committee Chair as soon as possible after the Search Committee Members make a determination with regard to the application.

5. The Search Committee will review and rate the preferred qualifications of the candidates using Attachment V. This attachment will be used to determine which candidates will undergo a phone interview.

6. The Search Committee will conduct telephone interviews of the top candidates using questions developed by the Committee prior to the interviews. The questions must be directly related to the advertised minimum and preferred qualifications and non-discriminatory. The same questions will be asked of each candidate. After the telephone interviews, the candidates will be re-evaluated using the Pre-Evaluation of Selected Candidates after Phone List Form provided in Attachment VI.

7. Candidates, who are moved forward in the search process after the telephone interview evaluation, will each be sent the Certificate of Employability for completion and return to the search committee. Once the signed form has been received by the College, the members of the Reference Subcommittee, assigned to contact the references for the candidate, will begin to contact the references provided by the candidate. If in the discussion with the references, additional individuals are suggested as references, any of these individuals may also be contacted; the candidate will be informed of the additional individuals to be contacted before contact is initiated.

8. The questions asked of the references will be developed by the Search Committee prior to contact with the references. The questions will be directly related to the advertised minimum and preferred qualifications and will be asked of each referee.

A minimum of three references from among those provided in the candidates’ application letter, as well as, others that are identified in the process will be contacted. Based upon the feedback received in the reference checking process, the Search Committee will recommend to the Chair candidates to be invited for on-campus interviews. The committee reserves the right to review additional applicants and reference checks of additional candidates.

9. During the on-campus interview process, candidates will be asked to make a 45 minute presentation and meet with members of the Search Committee, faculty members, the Dean and/or Associate Deans of the College of Public Health, members of the community and other stakeholders as appropriate. Attendees of the on-campus presentation will be invited to complete Attachment VIIa. Individuals who participate in formal interviews will be invited to complete Attachment VIIb.

10. The Search Committee will complete Attachment VIII after the candidates have presented and been interviewed.
11. The Search Committee Chair will be responsible for completing the Faculty Hiring Report forms. The dean will list the candidate to be hired.

E. Administration and DEO Liaison

Mr./Ms. ________ will direct and oversee this search. All necessary DEO forms will be provided to the DEO Liaison, Ms. June Lake.

F. Draft Advertisement and Source Placement

The draft advertisement for this position is provided in Attachment II. The advertisement plan is below.

<table>
<thead>
<tr>
<th>Source</th>
<th>Publication Date or Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Ads placed by COPH HR)</td>
<td></td>
</tr>
<tr>
<td>USF Faculty Vacancy Website</td>
<td>After PVA is approved</td>
</tr>
<tr>
<td>COPH Faculty Recruitment Website</td>
<td></td>
</tr>
<tr>
<td>Faculty for the Future</td>
<td></td>
</tr>
<tr>
<td>Higher Ed Jobs Website (higheredjobs.com)</td>
<td></td>
</tr>
<tr>
<td>ASPH Website (publichealthjobs.com)</td>
<td></td>
</tr>
<tr>
<td>Hispanic Outlook in Higher Ed</td>
<td>Under-represented minorities as soon as approved</td>
</tr>
<tr>
<td>Black Issues in Higher Ed</td>
<td>Under-represented minorities as soon as approved</td>
</tr>
<tr>
<td>Women in Higher Education</td>
<td>Women as soon as approved</td>
</tr>
</tbody>
</table>

*Deadline date(s) 30 days from advertising date

<table>
<thead>
<tr>
<th>Source</th>
<th>Primary Target</th>
<th>Date it will Appear</th>
</tr>
</thead>
<tbody>
<tr>
<td>*American Public Health Association (Website)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>*COPH Faculty Recruitment Web Site</td>
<td></td>
<td></td>
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<tr>
<td>*ASPH Schools of Public Health and other</td>
<td></td>
<td></td>
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<tr>
<td>*Related academic programs</td>
<td></td>
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<tr>
<td>*Chronicle of Higher Education</td>
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<tr>
<td>*American Anthropological Newsletter</td>
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EAP Data and Supplemental Advertising

Based on the EAP data provided is there under-utilization of women and/or minorities in the rank being recruited? □ Yes □ No
If Yes, in what areas? _____

In order to target minority and/or women in our advertising, we will supplement our normal advertising in the following ways.
G. Candidate Evaluation Instruments

Provided in Attachments IV-VIII.

H. University Position Vacancy Announcement (to be completed by COPH HR)