

# COPH Faculty Search Plan (rank and position number)

## A. USF Health Faculty Position Funding Plan

The funding plan is provided in [Attachment I.](#)

## B. Position Description

The position description is provided in [Attachment II.](#)

## C. Search Committee Member List

The search committee members are provided in [Attachment III.](#)

## D. Search Timetable and Process

### The Search Timetable is provided below:

- Month/year: Search Plan Prepared and Chair Approves
- Month/year: Search Plan submitted to COPH Director of HR and Diversity for Dean Approval
- Month/year: Search Plan submitted to USF Health Office of Faculty Affairs for approval
- Month/year: Advertisements placed
- Month/year: Applicant pool certified as acceptable by COPH DIEO Liaison
- Month/year: Begin review of applications
- Month/year: Search Committee Screens Applications for Minimum Qualifications
- Month/year: Search Committee Screens Applications for Telephone Interviews
- Month/year: Search Committee Conducts Telephone Interviews
- Month/year: On Campus Interviews
- Month/year: Search Committee submits [Attachment VIII](#) to the Chair

### The Search Process is provided below:

1. All applications submitted via the Careers@USF web portal will be checked for completion by Search Administrative Staff. Any missing information will be requested via email.
2. Affirmative Action Data will not be forwarded to the Committee or other reviewers. This information will be retained by the COPH Office of Human Resources and Diversity. In accordance with the University Faculty Recruitment Guidelines, the COPH DIEO Liaison, Ms. June 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 screened for qualifications.

3. The position will remain open until filled, with initial review of applications beginning \_\_\_\_\_.
4. The Search Committee or (a subgroup of the Search Committee) will review all applications using the Assessment of Applicant Minimum Qualifications form provided in [Attachment IV](#) as a tool to identify those applicants that meet the minimum qualifications and who should be given further consideration by the Search Committee. Additional applications will be reviewed 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 they have been screened.
5. The Search Committee will use the Assessment of Candidate Preferred Qualifications form provided in [Attachment V](#) as a tool to identify candidates to be invited to participate in telephone interviews.
6. The Search Committee will conduct telephone interviews of the identified 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 Evaluation of Candidates after Telephone Interview form provided in [Attachment VI](#).
7. Candidates, who are moved forward in the search process after the telephone interview, 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 Search Committee, the Committee will begin to contact the references provided by the candidate. If in the discussion with the references, additional individuals are suggested as references, with the approval of the candidate, these individuals may also be contacted. Should the candidate decline to approve contacting additional references, the Chair of the Search Committee will contact the Associate Dean for Faculty Affairs for guidance regarding appropriate action.
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 reference.  
  
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 Department Chair candidates to be invited for on-campus interviews.
9. The Department Chair will consider the recommendations of the Committee and invite candidates to campus for interviews.
10. 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](#).

11. The Search Committee will complete [Attachment VIII](#) after the candidates have presented and been interviewed.
12. The COPH Office of Human Resources will be responsible for completing the Faculty Hiring Report forms. The Chair will list the candidate to be hired.

**E. Administration and DCEO Liaison**

\_\_\_\_\_ will provide administrative support to the Search Committee. All necessary DCEO information will be retained by the COPH Office of Human Resources and Diversity.

**F. Advertisement and Source Placement**

The advertisement for this position is provided in [Attachment IX](#) and will be placed by the Department as referenced below:

Ads will be placed by the COPH Office of Human Resources and Diversity as referenced below:

- USF HR Website
- Faculty for the Future Website
- Higher Ed Jobs Website (higherjobs.com)
- Publichealthjobs.net (ASPH website)
- Rollins School of Public Health Job Website

Supplemental Advertising will be placed by HR and Diversity as appropriate

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?

- Hispanic Outlook in Higher Ed Website/print
- Diverse Issues in Higher Ed Website/print
- Women in Higher Education Website/print

**G. Candidate Evaluation/Feedback Forms**

Provided in Attachments IV-VIII.