

For more information on USF policies, procedures, and resources related to recruitment and selection guidelines, refer to the Diversity & Equal Opportunity Office website.

Faculty Recruitment Process

USF College of Nursing

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Step 1: Faculty Recruitments

A detailed recruitment proposal outlining the college's need for new or replacement faculty member(s) must be prepared and submitted to the Dean of the College of Nursing. The request may be in memorandum form and is to be initiated by an administrative member of the faculty, addressed to the Dean of the College, and provide the following details:

- ⊕ Proposed rank and tenure status of the appointment;
- ⊕ Salary consideration;
- ⊕ The field/area of appointment and the rationale for selection (in terms of alignment with the strategic plan);
- ⊕ Department account for allocation of expenses in support of search;
- ⊕ Requested target advertising venues/vendors (journals, websites, professional contacts, etc.) if any;
- ⊕ Notification of mandatory Search Orientation Meeting;
- ⊕ Identification of underrepresented groups at the rank being searched.

Upon review and approval by the Dean, the proposal is submitted to the Appointment, Promotion and Tenure Committee (APT) for commencement of **Step 2**.

A list of current faculty recruitments may be obtained through Careers@USF or by contacting the College of Nursing (CON) Faculty & Business Affairs Office.

Step 2: Search Committees

Upon recommendation and approval of the Dean and the APT Committee, the composition, term, roles, and responsibilities of the search committee are as follows:

Composition and Term

One committee is active and ongoing for the purpose of managing all College of Nursing faculty openings for the recruitment, screening, and recommendation of Assistant through full Professor, non-tenured, tenure-earning, and tenured positions.

The composition of the search committee shall consist of:

- | | |
|-------------------------------------|--|
| ⊕ Committee Chairperson: | Tenured, Professor or Associate Professor |
| ⊕ Committee Members: | see Appointing Committee Members below |
| ⊕ *Administrative Support: | provided by Faculty & Business Affairs |
| ⊕ *Equal Opportunity Liaison (EOL): | College of Nursing Chief Operating Officer |
| ⊕ *Hiring Authority: | Dean of the College of Nursing |

**Non-voting committee members.*

The term of the search committee members (including the chairperson) shall be at a minimum:

- ⊕ One (1) year, commencing at the start of each new academic year (September).

Search Committees for positions of Instructor and other specialized positions can be named by the Dean of the College, but still follow all policy and procedures of the federal, state, university, and college.

Committee Chairperson

Chairs of search committees should become familiar with the Faculty Recruitment Process through briefing by the Equal Opportunity Liaison. When a search committee is used, a rating system is *required*. The system may be qualitative, quantitative, or any variation or combination of both. The chairperson of the committee is responsible for:

1. Ensuring reasonable notification of time, place, and agenda of the meetings are provided;
2. Calling meetings to order; ensuring a quorum of at least two-thirds of all members are present; involving all members in the decision-making process, recommending and securing pro tem members (including Chair in their foreseen absence), and reporting the work and progress of the committee to the Dean;
3. Ensuring that all search committee meetings are publicized as required by State Sunshine law (all USF search committee meetings must be posted on the Search Committee Meeting Notice Calendar on the USF website);
4. Reviewing with members of the committee all documents pertinent to the search (i.e., Faculty Recruitment Process, vacancy announcements, position description, screening and selection criteria, evaluation tools, directions from the hiring authority, affirmative action/equity accountability goals of the college and its implications for the search, and clauses of the Sunshine and public records laws that are applicable to search committee proceedings).

Committee Members

The APT Committee is responsible for recommending the chairperson and committee members:

- ✦ At least four of a seven member committee, or six of a nine member committee, must be at the rank of Associate Professor or above (mandatory requirement);
- ✦ Members of the APT Committee and the Diversity Committee should serve as standing members of each committee;
- ✦ Membership should represent a cross-section of all levels of faculty, from Instructor through Professor, with a variety of expertise;
- ✦ Diversity Committee Chair will assist in ensuring gender and racial diversity in the makeup of the committee members;
- ✦ External representation or solicitation of USF Health colleagues for committee member participation is permitted and *recommended*.
- ✦ Tenure earning positions may include one student representative on the search committee;
- ✦ For unique recruitment efforts, the Dean or APT Committee may request modification to the standard procedure, including formation of a one-time search committee;
- ✦ The final search committee must be approved by the college Equal Opportunity Liaison.

Roles and Responsibilities

The primary function of the search committee may include identifying, recruiting, screening and recommending candidates for consideration by the hiring authority. The search committee functions as a *recommendation board*. Final approval is at the discretion of the hiring authority. The search committee is specifically responsible for:

1. Implementing the approved search plan;
2. Recruiting applicants and coordinating recruitment efforts toward the achievement of a diverse applicant pool;
3. Developing the rating/ranking system to ensure consistent evaluation of the suitability of applicants (mandatory requirement);
4. Developing standard interview questions;
5. Reviewing applications and evaluating credentials of applicants;
6. Verifying credentials of candidates and identifying semi-finalists;
7. Identifying and interviewing qualified candidates;
8. Recommending highly qualified candidates to the Dean for further consideration;
9. Maintaining all documentation related to the recruitment/screening process.

In addition, search committee responsibilities may also include:

10. Ensuring compliance with Board Rules and with the BOR-UFF Collective Bargaining Agreement, as applicable.
11. Reviewing the Equity Accountability recruitment goals of the unit and developing strategies designed to facilitate achievement of these goals.
12. Developing the search plan, and recommending it to the Hiring Authority.

Administrative Support

The Faculty & Business Affairs Office provides administrative, clerical and recordkeeping support to all search committees. Specifically, these offices are responsible for:

1. Reserving meeting space and providing notification of committee meetings both internally and externally (Faculty);
2. Maintaining documents pertinent to the committee and the search, and providing such upon request; including mandated guidelines, candidate materials, advertisements, and other related documents (Business);
3. Taking, composing, distributing, and maintaining accurate minutes of all search committee meetings (Faculty);
4. Writing, reviewing, and facilitating placement of internal position vacancies and with external advertising venues (Business);
5. Managing **Careers@USF**, including position postings, preparation of automated screening questions, screening and qualifying applicant pools, and retrieving candidate materials (Business);
6. Scheduling and facilitating telephone interviews (Faculty),
7. Advising faculty and staff of the requirements of the Americans with Disabilities Act (ADA) as it relates to recruitment and selection processes (Business);
8. Completing the automated hiring request through **Careers@USF** (Business).

Equal Opportunity Liaison (EOL)

The primary function of the EOL is to assist the hiring authority in the implementation of the Faculty Recruitment Process. Specifically, the EOL is responsible for:

1. Ensuring that the search committee is informed about the requirements of the Sunshine and public records laws;
2. Assisting in the development of the vacancy announcement and ensuring compliance with equal opportunity regulations;
3. Assisting in the recruitment of members of protected classes;
4. Recommending recruitment contacts, sources and media for announcement of vacancies (see DEO Manual of Recruitment Sources and Media on the DEO website);
5. Reviewing search plans and submitting appropriate recommendations;
6. Serving as liaison between DEO and the search committee;
7. Briefing search committees on the Faculty Recruitment Process;
8. Assessing and certifying acceptability of applicant pools in **Careers@USF**;
9. Recommending appropriate corrective action if pools of applicants are not acceptable;
10. Reviewing hiring reports in **Careers@USF** for compliance with DEO regulations;
11. Referring to DEO applicants who allege discrimination in the recruitment and selection process;
12. Explaining and discussing the outreach efforts required, if there is underutilization of members of protected classes in the job group for which the unit is recruiting.

Upon review and selection of a committee, all documentation collected is forwarded to the Business Affairs Office for commencement of **Step 3**.

Step 3: Search Process

The development of a well-conceived search plan, which is followed by the search committee in good faith, assists in the acceptance of a diverse applicant pool. Recommendations for development:

- ⊕ Minimum and preferred qualifications must be consistent on the position description, advertisement(s), position posting(s), and the evaluation tool(s).
- ⊕ Proposed advertisement dates must coincide with the timelines established by the search committee; advertisement due dates, publish dates, size requirements, and cost of advertising should be established with vendors prior to submitting the search plan to ensure timeliness.
- ⊕ Variations of advertisements may be necessary to meet vendor restrictions; all proposed ads must be approved by USF Health Media & Communications prior to posting and should be included as part of the search plan.

Search Plan Approval

The Business Affairs Office develops and submits a **Search Plan Memo** to USF Health Office of Faculty Affairs, seeking approval to initiate the recruitment efforts requested. Required elements of the search plan include:

- ⊕ Funding Plan
- ⊕ Position Description*
- ⊕ Composition of the Search Committee
- ⊕ Proposed Search Timetable
- ⊕ Methods used to check references/work experience
- ⊕ Administrative Support Staff and EO Liaison
- ⊕ Advertising Plan
- ⊕ Candidate Evaluation Criteria and Evaluation Instrument(s)
- ⊕ Position Vacancy Announcement*

Search Committee Meetings

Upon notice of approval from the **USF Health-VP Office**, the Business Affairs Office (acting as administrative support) coordinates the inaugural meeting, required recordkeeping systems, and administrative support for the search committee. Elements of the inaugural meeting of a new search committee include:

- ⊕ Charge to the committee, provided by the Dean
- ⊕ Orientation to federal, state, and university regulations and guidelines, provided by the EO Liaison
- ⊕ Time, place, and conduct of meetings, provided by the committee chair
- ⊕ Review of advertising plan, approved by the committee
- ⊕ Review of Evaluation Criteria and Evaluation Instruments, approved by the committee

Florida Sunshine Laws

Florida's "*Government-in-the-Sunshine Law*" provides a right of public access to certain meetings, including search committee meetings. As such, all search committee meetings are open to the public, and reasonable advance notice of the time, date, and place must be publicly announced in accordance with this law. Notice of meetings, as well as meeting minutes, are public records and must be retained in the search file according to DEO recordkeeping requirements (reference: USF System Policy #0-107).

The search committee administrative support, in cooperation with the search committee chair, is responsible for ensuring compliance with **Florida Sunshine Laws**. The College of Nursing is required to announce the time, date, and place of every search committee meeting at least **five business days in advance** of the meeting date.

Advertising the Position

Advertising is a joint effort among the Offices of Human Resources, Equal Opportunity Affairs, Dean's Office, and the hiring department. All anticipated means of advertising must be detailed in the advertising plan and copies of the intended advertisement must be approved in advance by USF Health Media & Communications.

Diversity & Equal Opportunity Office (DEO) continuously runs USF ads in the Women in Higher Education, Black Issues in Higher Education, Hispanic Outlook, referring readers to the USF web site.

The Hiring Department Recommends professional journals, websites, personal contacts, announcements, and emails to under-represented minority groups identified during the search approval process; the hiring department must direct some of its advertising to those audiences to supplement EOA and College of Nursing efforts.

Copies of ALL tear sheets of ads, announcements, postings, websites, and lists of names and phone numbers of people contacted must be retained in the search file.

For information on minimum advertising requirements, please see the guidelines set forth by USF Health Faculty Affairs and the College of Nursing.

Processing Applicants

All candidates are required to submit their applications through the **Careers@USF** online application process. The individual designated as administrative support is responsible for:

- ⊕ Establishing and maintaining a search file for each position being recruited
- ⊕ Reviewing the applicant pool a minimum of twice weekly; qualifying the pool and providing the applicants' submitted materials for review at committee meetings
- ⊕ Communicating with applicants to confirm receipt of completed materials, required next steps, determinations made by the committee.
- ⊕ Coordinating pre-screen telephone interviews with candidates and the committee
- ⊕ Maintaining hard copies of all correspondence with candidates (mail, e-mail) within the search file

Minimum and Preferred Qualifications

At the search committee meeting, members determine the suitability of each applicant by carefully reviewing each applicant's submitted materials against the minimum and preferred qualifications, including:

- ⊕ Skills, abilities and competencies related to the position
- ⊕ Prior employment experience (applicability, level of position, etc.)
- ⊕ Educational attainment and credentials

The search committee will utilize the evaluation instrument(s) approved and provided by the Appointment, Promotion and Tenure Committee (APT) and as outlined in the Search Plan.

Committee members **may not** influence the committee based on personal knowledge of applicant.

Step 4: Selection Process

The search committee is responsible for screening all applicants and recommending highly qualified candidates to the Dean of the college for review and final determination.

Prior to recommending candidates to the Dean for further consideration, the search committee may request to pre-screen applicants by conducting a telephone interview, soliciting references, and verifying educational requirements of the position.

Business/Professional References

Search committees are responsible for ensuring that business and personal references for recommended candidates have been adequately researched. Prior to checking references, applicants must have a *Certification of Employability* completed online through **Careers@USF**. Members of the search committee **may not** contact references without express written consent, therefore the applicant's references information must be provided on a completed Certification of Employability. If the committee wishes to contact individuals not provided by the applicant, the committee chair must solicit permission in writing (easily accomplished via email) in which the applicant must agree to such contact.

Professional Letters of Recommendation

The Business Affairs Office is responsible for requesting, obtaining, and retaining letters of recommendation and transcripts as required by the USF Health-VP Office. This process is initiated if and when a candidate is formally invited to interview on-site with the faculty of the College of Nursing.

Candidate Interviews

Candidate finalists who are formally invited for an on-site interview will spend one to two days (depending on position rank) meeting with, and being interviewed by, college faculty and staff, USF Health affiliates, and various university colleagues and dignitaries. Once the candidate has been extended and accepted the invitation, the Faculty Affairs Office administrator is responsible for coordinating each visit and escorting the candidates during their visit.

Utilizing the approved evaluation instrument, evaluations are solicited from all involved in the interview process within a reasonable time frame by the search committee chair, who compiles the information and provides a summary to the Dean with all forms attached. These and **all related documents** must be retained in the search file.

Step 5: Closing the Search

The Dean of the College gives the final hiring approval for all faculty recruitments. The College of Nursing Appointment, Promotion, and Tenure Committee (APT) reviews candidates and provides written recommendation of rank and tenure for inclusion in the formal letter of offer.

Certifying the Applicant Pool

The College of Nursing search process is designed to making a good faith effort to compile a diverse applicant pool during the recruitment process; and recruitment efforts will continue until an acceptable applicant pool has been achieved. The unit Equal

Opportunity Liaison (EOL) must certify that the applicant pool is acceptable prior to closing the search.

Letter of Offer

The final step in the recruitment process is preparing the letter of offer. This function is performed by the Business Affairs Office, who will track it through the line of signatures: College of Nursing Dean, USF Health-VP Office, and the candidate. Upon completion and acceptance by the candidate, the Business Affairs Office compiles all related documents according to recordkeeping requirements, and formally closes the search.

USF Health Office of Faculty Affairs is responsible for processing faculty appointments. The full hiring report is prepared by the Faculty & Business Affairs Office. Items to be included with the Hiring Report include:

1. Search Plan and all accompanying documentation (to be appended by the College of Nursing Human Resources Coordinator).
2. Affirmative Action Data Summary Form - the Equal Opportunity Liaison certifies the applicant pool in Careers.
3. All Affirmative Action Data forms received from applicants are maintained in Careers and are DEO only files.
4. Faculty Recruitment Worksheet – Careers automatically creates a worksheet. The College of Nursing Office uses an internal worksheet for assistance on larger searches.
5. Completed Appointment Status Form for the selected candidate, along with appropriate paperwork required of all new hires (i.e. Form I-9, Form W-4, Direct Deposit) done by College of Nursing HR and forwarded to Faculty Affairs.
6. Vitae of ranked candidates, women and minority finalists are all maintained in Careers.
7. Two official transcripts of ranked candidates.
8. Letters of recommendation: three for candidates at the rank of assistant professor or lower, five at the rank of associate or full professor.
9. Letters from major professor (for ABD only).
10. Approval from the College APT Committee for appointments for tenure consideration at the level of Assistant Professor, and all positions at the Associate or Full Professor rank.