

MEMORANDUM

Date:

To: Name
Search Committee Chair

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

RE: Search Plan for (rank, pathway, position number)

As required by the University Office of Diversity, Inclusion and Equal Opportunity, our Office of Faculty Affairs has drafted the attached Search Plan for the _____ position/s using our College search plan template.

As you know, our College APT Guidelines include the minimum qualifications required for each faculty rank and pathway; thus, we must include those minimum qualifications in our advertisements. I have suggested preferred qualifications for this/these positions; however, I would appreciate it if the Search Committee would add to the list of preferred qualifications as you deem appropriate. In addition, I would appreciate it if the Search Committee would recommend websites, journals and/or other publications within which the position/s should be advertised. Finally, I have included a draft timetable for you to revise as you deem appropriate.

Please make your recommended additions to the Search Plan, sign this cover letter and return it along with the amended Search Plan, to our Office of Faculty Affairs who will provide support to you in chairing the search. Our Office of Human Resources will place the advertisement in the sources listed in the Search Plan.

The Search Plan includes the following attachments:

- | | |
|----------------------|---|
| Attachment I | USF Health Faculty Position Funding Plan(TBD) |
| Attachment II | Position Description |
| Attachment III | Search Committee Member List |
| Attachment IV-VI | Candidate Assessment Forms |
| Attachment VII -VIII | Campus Interview Feedback Forms |
| Attachment IX a-b | USF Position Vacancy Announcement and Ad |
| Attachment X | Pre-Announcement Flyer (if applicable) |

Approved: _____
Search Committee Chair

Date: _____

Approved: _____
COPH DIEO Liaison

Date: _____

Approved: _____
Dean or Designee

Date: _____

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.

Target Months

_____ : Search committee reviews Search Plan and submits recommended additions/modifications to the Office of Faculty Affairs as requested

_____ : Search Plan finalized by the Dean and submitted to USF Health Office of Faculty Affairs for Approval

_____ : Position advertisement/announcement placed on USF Careers and national websites and publications by COPH HR

_____ : Applicant pool certified as acceptable by COPH DIEO Liaison, Director of HR and Diversity

_____ : Search Committee Chair or designated committee member/s screen applications for those that meet minimum qualifications using Attachments IV as a tool. Note: Faculty Affairs prepares letter for Search Committee Chair acknowledging receipt of application and status

_____ : Search committee screens applications that meet the minimum qualifications using Attachment V as a tool to identify candidates to be invited for telephone interviews and develops questions to be asked during the telephone interviews. Note: Faculty Affairs prepares letter for Search Committee Chair advising applicants of status

_____ : Search Committee conducts telephone interviews and identifies candidates for further consideration using Attachments VI as a tool

_____ : Search Committee sends Certification of Employability Forms to candidates to obtain approval to contact references

_____ : Search Committee develops questions to be asked of the references and the Chair contacts at least three references for each of the candidates being considered for invitation to campus

_____ : Search Committee submits names of candidates to the Dean/hiring authority to be invited to campus for interviews and develops questions to be asked during the campus visit

_____ : On campus interviews (Faculty Affairs coordinates visit)

_____ : Search Committee Chair collects interview feedback summaries obtained during the campus presentation and interviews and forwards them to the Dean/hiring authority along with a completed Attachment VII for each candidate interviewed summarizing the Search Committee's feedback

1. All applications submitted via the Careers@USF web portal will be checked for completion by the CPH HR. Any missing information will be requested via email.
2. Affirmative Action Data will not be shared with the Committee or other reviewers. This information will be retained by the CPH DIEO Liaison. In accordance with the University Faculty Recruitment Guidelines, the CPH DIEO Liaison will review the applicant pool prior to the onset of the applicant screening process to determine if minority applicants are represented. After the DIEO Liaison has certified that the applicant pool is acceptable, the applications will be released to the Search Committee for review.
3. The Office of Faculty Affairs will provide administrative/staff support to the Search Committee and the Associate Dean of Faculty Affairs will serve as adviser to the Search Committee.
4. Positions will be "open until filled", with initial review of applications beginning at least 14 calendar days after the latest date that all advertisements are posted or distributed if print. All advertisements/announcements must have the same date for initial review of applications.
5. The Search Committee (the Chair or a designated member) will review and rate all applications using the Initial Application and Assessment of Minimum Qualifications Form provided in [Attachment/s IV](#) as a tool. 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 (Faculty Affairs will prepare the letters) as soon as possible after a determination is made with regard to their application.
6. The Search Committee will review and rate the preferred qualifications of the candidates using [Attachment V](#) as a tool. This attachment will be used to determine which candidates will be invited to participate in a phone interview. Candidates determined to receive no further consideration should be notified of such by the Search Committee Chair as soon as possible after a determination is made with regard to their application (Faculty Affairs will prepare the letters).

7. 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.
8. After the telephone interviews, the candidates will be re-evaluated using the Evaluation of Selected Candidates after Telephone Interview Form provided in [Attachment/s VI](#).

Candidates determined to receive no further consideration should be notified of such by the Search Committee Chair as soon as possible after a determination is made with regard to their application (Faculty Affairs will prepare the letters).

9. Candidates, who are moved forward in the search process after the telephone interview evaluation, will each be sent the Certificate of Employability for completion by the Office of Faculty Affairs. The Certificate of Employability authorizes the Search Committee to contact the references provided by the candidates. Once the signed form has been received by the College, the Committee Chair will inform the candidates of the references that will be contacted by telephone (at least three). If in the discussion with the references, additional individuals are suggested as references, any of these individuals may also be contacted; however, the candidate will be informed of the additional individuals to be contacted before contact is initiated.
10. 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.

Based upon the feedback received in the reference checking process, the Search Committee will recommend to the Dean/hiring authority candidates to be invited for on-campus interviews.

The committee must continue to review applications received and forward applications of candidates that are recommended for further consideration to the Dean/hiring authority should the position not be filled by one of the candidates invited to on-campus interviews and/or the search is closed.

11. During the on-campus interview process, candidates will be asked to make a college-wide presentation (generally 30 minute presentation with 30 minutes for questions and answers) and meet with members of the Search Committee, faculty members, the Dean and/or Associate Deans, members of the community and other stakeholders as appropriate. Attendees of the on-campus presentation will be invited to complete [Attachment VII a](#). Individuals who participate in scheduled interviews (other than the Search Committee members) will be invited to complete [Attachment VII b](#).
12. The Search Committee will complete the Search Committee Summary Form [Attachment VIII](#) after each candidate has completed the on-campus interview and forward it to the Dean/hiring authority along with the received feedback forms from the presentation and interviews.
13. The Search Committee Chair will be responsible for working with the Office of

Faculty Affairs in completing the Faculty Hiring Report forms. The Dean/hiring authority will list the final candidate to be hired. Upon approval by the COPH DCEO Liaison, the Hiring report will be forwarded to the USF Health Office of Faculty Affairs for DCEO approval.

14. The Dean/designee will begin negotiations with the candidate regarding an offer of employment.
15. After the candidate has accepted an offer of employment, the Office of Faculty Affairs will prepare a letter for the Search Committee Chair advising all remaining applicants that a candidate has been offered and accepted the position.

E. Administrative Support and DCEO Liaison

Administrative support will be provided by the Office of Faculty Affairs. All necessary DCEO forms will be provided to the DCEO Liaison, the COPH Director of Human Resources and Diversity.

F. Position Vacancy Announcement (PVA)/Advertisement and Source Placement

The advertisements for this position are provided [in Attachment IXs a and Attachment IX b.](#)

Attachment IX a (sample) Position Vacancy Announcement, will be used by COPH HR to place the vacancy on USF Careers Website.

Attachment IX b (sample) will be placed on electronic websites or in publications by COPH HR. It is recommended that journal websites serve as the source to outreach to potential applicants rather than printed publications.

A pre-announcement flyer, [Attachment X](#) (sample) may be distributed at conferences/meetings as appropriate.

G. Advertisement Plan

After the Search Plan is approved by USF Health Office of Faculty Affairs, the Position Vacancy Announcement/Advertisements as referenced above will be submitted to websites, publications and Careers by COPH HR.

Positions will be “open until filled”, with initial review of applications beginning at least 14 calendar days after the latest date that all advertisements are posted or distributed if print. All advertisements/announcements must have the same date for initial review of applications.

Source

Publication or Distribution Date

Routinely placed by COPH HR

USF Careers Vacancy Website
Higher Ed Jobs Website (higherjobs.com)
Indeed
ASPH Website (publichealthjobs.com)

Hispanic Outlook in Higher Ed
Diversity Issues in Higher Ed
Women in Higher Education

**Additional sources recommended by
Search Committee**

TBD

H. Candidate Evaluation Instruments

Provided in **Attachments IV-VIII.**