

Faculty Recruiting Process



POSITION INFORMATION	
Position Title:	
Log Number:	
Department:	
College:	

- **All forms can be found at www.uah.edu/provost/resources/documents**
- **To submit forms, email them to academicofficial@uah.edu**
- **Submit Step 1 by the end of each quarter for consideration for the upcoming quarter or academic year (March 31, June 30, September 30, December 20.) All requests for the next academic year must be submitted and thoroughly discussed before December 20 of each year.**

STEP 1: DEANS OBTAIN PERMISSION TO FILL A POSITION

<input type="checkbox"/>	Formal Memo from Dean to Dr. Curtis	Required Supplemental Materials: <ul style="list-style-type: none"> • Justification based on department and/or college need, student enrollment, programs offered and other pertinent factors • cc Amanda Bolan on all position requests; Formal permission from the Provost must be granted before taking any additional action
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STEP 2: OBTAINING AA AUTHORIZATION

<input type="checkbox"/>	Authorization to Recruit (Form A)	Required Supplemental Materials: <ul style="list-style-type: none"> • Budget Spreadsheet • PARF (Position Authorization Recruitment Form) • Letter of Resignation/Retirement if not a new position; signed approval from Step 1
<input type="checkbox"/>	Recruitment Plan (Form B) <i>Delois Smith is available to meet with search committees to discuss how to diversify a candidate pool.</i>	Required Supplemental Materials: <ul style="list-style-type: none"> • Advertisement (Ads must follow template set by the Provost's Office that can be found at www.uah.edu/provost/resources/documents)

- **Form A and B will be distributed back to the Department upon approval with an assigned log #**
- **A link for a position specific Affirmative Action survey will be supplied**
- **Distribute the link to all applicants upon receiving applications**

STEP 3: INTERVIEWS

<input type="checkbox"/>	Send AA Link to every candidate upon receiving C.V.	Interviews will not be granted for candidates that have not completed the AA form.
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<input type="checkbox"/>	Request to conduct Preliminary Interviews (Form C)	Authority to give phone and/or professional meeting screening interviews is extended to the Dean of each college; Search committees must submit Form C to their Dean and receive approval BEFORE conducting phone or face-to-face screening interviews. Completed form C should be submitted along with Form D when requesting campus interviews.
<input type="checkbox"/>	Request to conduct Campus Interviews (Form D)	Required Supplemental Materials: <ul style="list-style-type: none"> • C.V. for each candidate to be interviewed • If candidate is international (ranks Assistant Professor, Associate Professor, and Professor only) notify Office of International Engagement at this time.
<input type="checkbox"/>	Applicant Worksheet (Form E)	<i>Columns A and B of the Applicant Worksheet should be completed by the department. The Provost's Office will complete Columns C-E.</i>

- **Form D and E will be distributed back to the Department as written approval to move forward with interviews.**
- **You MUST receive written approval from the Provost before on-campus interviews are scheduled.**
- **As the Dean prepares the package, he/she will work directly with the Provost to secure salary and start-up funding. When an agreement is reached and approval from the Provost is obtained, an offer packet can be submitted to the Provost.**

STEP 4: OFFER PACKET		
<input type="checkbox"/>	Draft Offer Letter/Memo to Provost from template supplied by the Provost Office that can be found at www.uah.edu/provost/resources/documents	Required Supplemental Materials: <ul style="list-style-type: none"> • C.V. • 3 signed Reference Letters • Request for Start Up Funding
<input type="checkbox"/>	Start Background Check with Human Resources	Send the name and email address of successful candidate to Cindy Backus in Human Resources.
<input type="checkbox"/>	Selection and Justification Form (Form F)	Required Supplemental Materials: <ul style="list-style-type: none"> • Reason for non-selection for unsuccessful candidates Total Applicant demographics will be completed by the Provost's Office upon submission.

- **When a candidate has accepted an offer, the Department is responsible for supplying the Provost Office with items for their personnel file.**
- **Upon receipt of signed offer, provide OIE the name of any international new hires requiring sponsorship**
- **If a candidate declines the offer, the Provost Office must receive written notice. If the dean wants to pursue a second candidate, the dean needs to notify the Provost and seek approval.**
- **If a position is not filled, the search must be closed. It is necessary to start over at Step 1 at the beginning of a new academic year. Before the search is reopened, approval must be obtained from the Provost.**

STEP 4: PERSONNEL FILE		
<input type="checkbox"/>	Submit items to the Provost's Office for New Faculty Personnel Files	<ul style="list-style-type: none"> • C.V. • 3 signed Reference Letters • Official Transcripts • Signed Offer Letter • Patent Agreement

