Overview of the Search Process

**CHOOSE SEARCH CHAIR AND COMMITTEE:** The hiring authority (Provost, Sr. Vice President, Vice President, Dean or Department Chair) chooses the search chair and Committee members.

**PREPARE COMMITTEE:** The Committee Chair ensures that all Committee members have completed the Online Search Tutorial before work begins. There may be repercussions for non-compliance. See Chapter 1 of the Faculty Recruitment Toolkit.

The hiring authority charges Committee and helps formulate job criteria. Committee develops procedures for recruitment, interviewing and selection. Identify core questions that allow comparative judgments between candidates; review and understand the Committee’s role in relation to the Hiring Authority. See Chapter 2 of the Faculty Recruitment Toolkit.

**PROACTIVE AND WIDE SEARCH FOR PROMISING CANDIDATES:** Use wide-net advertisements that invite equivalent skills and experience when possible. Give potential candidates information about Florida’s “Sunshine Law.” All applicants should be advised to apply through the University’s GatorJobs on-line applicant tracking system: [https://jobs.ufl.edu](https://jobs.ufl.edu). Search Committees that do not use this system for receipt of official applications should include the electronic self-disclosure card link in letters acknowledging application receipt: [http://www.hr.ufl.edu/job/datacard.htm](http://www.hr.ufl.edu/job/datacard.htm). Evaluate your outreach efforts before interviews begin. See Chapters 1 and 2 and Appendix A in the Faculty Recruitment Toolkit.

**CAREFUL SELECTION OF FIRST-ROUND CANDIDATES:** Evaluate all candidates under the same criteria and using the same process. Make every effort to maintain a broadly diverse pool, including women, minorities and those from other underserved groups in the first round. See Chapter 4 in the Faculty Recruitment Toolkit.

**NARROWING TO SECOND-ROUND CANDIDATES AND PROVIDING THE BEST POSSIBLE TREATMENT:** Contact the references of short-list candidates while adhering to consistency rules. Agree on those to be invited for further consideration by consensus, if possible, and consult with the Hiring Authority for approval. Avoid quantitative ranking of candidates. All candidates invited for interviews should be deemed viable by agreed upon criteria and Committee deliberations. See Chapters 2 and 5.

**FACE-TO-FACE INTERVIEWS AND ON-CAMPUS VISITS BY CANDIDATES:** Present the names and vita of short-listed candidates to the Hiring Authority for approval prior to arranging campus interviews. The other candidates not on the short list may still be considered as the process continues. Send candidates a summary of the position profile and campus benefits and appropriate campus resources—including the Web address of the Dual Career Services program ([http://www.aa.ufl.edu/aa/facdev/support/dual-career.shtml](http://www.aa.ufl.edu/aa/facdev/support/dual-career.shtml)). Consult the Human Resource Services Web site ([http://www.hr.ufl.edu/](http://www.hr.ufl.edu/)). Reserve time for candidates to visit specialized locations or meet with campus organizations of interest. Inform unsuccessful candidates of their application status as soon as possible. See Chapters 4 and 5.

**CONTINUE TO SEEK INFORMATION ABOUT CANDIDATES, IF NECESSARY:** Call candidates or their references to get clarifications as needed. More information is often needed at this point in order to better understand the potential of each candidate. Review input from faculty and other interviewing groups. See Chapter 5.
COMMITTEE DECIDES ON FINALISTS AND COMPARES ATTRIBUTES OF THE CANDIDATES:
The finalists at this point should be possibly acceptable for hiring based on minimum and additional criteria, although you may choose to not hire any of the finalists and to continue to search. Avoid quantitative ranking of candidates. Construct a summary of each finalist’s strengths, weaknesses (based upon agreed upon criteria) and likely contributions to faculty, students, the college and the campus, to provide important comparisons and contrasts among the finalists. Remember that any written summary created, received or used by the Committee is a public record as you construct your commentary and recommendation. See Chapter 5.

ACTUAL HIRING PERFORMED BY THE PROVOST, Sr. VICE PRESIDENT, VICE PRESIDENT, DEAN OR DEPARTMENT CHAIR: Submit unranked recommendations to the hiring authority who will then make the final and independent hiring decision. The Search Committee Chair can offer to meet with the hiring authority to address questions or concerns and share additional insights and recommendations. The hiring authority ensures that the Recruitment Compliance Report is completed and submits a copy with the paperwork for hire. Send the original report to Faculty Development. See Chapter 5.

NOTIFYING UNSUCCESSFUL CANDIDATES: Notify all unsuccessful applicant finalists promptly after the selected candidate has accepted the position. See Chapter 5.

CONCLUSION: RETAINING FACULTY: The department can plan mentoring and professional development opportunities for all faculty newcomers. Although the search process has reached its conclusion with the successful hiring of a candidate, the recruitment effort yields little benefit—particularly when recruiting minorities, women and individuals of other underserved groups—if we are not able to retain the member. See Chapter 7.

RECRUITMENT WAIVERS: Deviation from these procedures is permitted only under special circumstances. Address any requests for recruitment waivers concerning required aspects of this process to the Provost designee, the Associate Provost for Academic and Faculty Affairs, for approval. If a department seeks to hire an individual who is not a US citizen or permanent US resident, contact the International Center at 352-273-1634 prior to making an offer in order to confirm that appropriate work permission is in effect. Please read the Recruitment Search Waiver Procedures and Form.