



# Faculty Search and Appointment Process at UIC

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Bringing Administrators Together

March 7, 2008, 12pm, UIC Forum

# Agenda for Today

*Addressed to those whose facilitate the search process within departments or college – not search committee members, not hiring officers*

- **Identify 5 key activities for facilitators from the OAE perspective:** pre-search or preparation, Position Notice, the Search Process, Process Summary, Wrapping Up the search
- **Why these activities are important**
- **The Offer:** UFRP funding, tenure and tenure-track faculty, “Q” appointments, faculty with administrative appointments
- **The Appointment Process:** from the offer, to the Graduate College, the Provost, Board of Trustees, Biosketch, Chancellor’s Briefing Document



“UIC will offer an outstanding education at all levels to a diverse student body.”  
Strategic Campus Goal

- **The UIC Approach to Increasing Diversity** ----
  - expand recruitment pools
  - give incentives to hire and retain
  - provide a fair process to viable candidates
- Use Race/Gender as an “inclusive” factor, not to exclude

# Key Activity # 1: Pre-Search

As facilitator, advise and prepare the hiring officer to address the following:

- Is a full search process required or advisable?
- the **particulars of the position**: i.e. desired specialty, possible rank/ranks, special duties or requirements
- the **search committee composition** with diversity in mind
- **timeline and directives** to the search committee including effort to address diversity
- **Review and approvals required** in College, campus offices and Board of Trustees

# Getting Started: Is a search required?

- General rule: a search is required for faculty
- The “Rare” Waiver in faculty searches—
  1. Reviewed on case-by-case basis
  2. Current “visiting” status is not a basis for a waiver

## Exceptions

- Temporary or visiting, 1 year usually but up to 3 if named in grant
- Adjunct, visiting scholar
- Less than 50%
- Trainees: fellows, residents, post-docs, pharmacy externs

# Key Activity # 2: the Position Notice

*(Handout. Pg.1)*

- OAE Approval triggers posting of position by hiring unit (*for detail see Handout, pg.5*)
- “*Before the fact*” opportunity for OAE to review a process

# Position Notice Form: <http://www.uic.edu/depts/oea/PNform2007.doc>

EEO/AA Job Code No. \_\_\_\_\_

FOR OAE USE ONLY

Contact Person:      Email:                      Phone #:                      Mail Code:

This form is necessary for all academic positions and must be submitted prior to advertisement or public announcement of the position. No candidate for any academic or professional appointment for 50 percent or more time may be interviewed until the full search process has been approved by a campus affirmative action officer. OAE assists units with searches. Please contact OAE about any aspect of recruitment or consult <http://www.uic.edu/depts/oea/Recruitments.htm>.

Appointing Unit:

Banner Org:

Position Title to be Search:

- A. Type of position. Faculty: 0Tenured 0Tenure track 0 Not eligible for tenure 0 Rank commensurate with experience 0 Non-faculty position: If position to be filled is a non-faculty position requiring an exemption from the State University Civil Service System, please attach a copy of the approved PAPE (Principal Administrative Position Exemption) form.
- B. Search Committee. Please attach a list of the members of the search committee, including email addresses, identified by race and gender and also indicate the chairperson. OAE recommends a review of the search committee composition prior to convening the committee.
- C. Job Description. Please include the following information as an attachment:
1. Proposed title of position or rank searched
  2. Brief description of duties; scope of responsibilities; reporting line of the position; tenured, tenure-track or not eligible for tenure; salary range; and any peculiarities of the position, such as irregular scheduling, extensive travel, less than full time, etc.
  3. Minimum qualifications
  4. Other desirable qualifications
  5. Beginning date desired
  6. Contact person and electronic address and mailing address
- D. Search Process. Describe the proposed search process to recruit a pool of applicants that will include underrepresented candidates.
1. Posting/Advertising. Attach the exact wording of the posting or advertisement to be used to solicit candidates including women and minorities. For recruitment resources, see <http://www.uic.edu/depts/oea/Recruitments.htm>. Recruitment resources include professional or target group periodicals, newspapers, or listserves; job recruitment Web sites, metropolitan newspapers; listing with professional, women, or underrepresented group caucuses or organizations; letters to organizations/associations, departments, or individuals, etc.
    - a. Will the search be: 0 National 0 Chicago-area 0 Internal only? (If you believe this search should be limited to internal University candidates, please explain why University specific experience is required for the position and attach the explanation to this form.)
    - b. Besides the Employment Center\*, where will the position be advertised or posted?
- \* Posting to the UIC Employment Center will automatically include posting to the Higher Education Recruitment Consortium (HERC), Greater Chicago Web site.
- c. What are the anticipated dates of posting or advertisement?

Note: For newspapers, ad should appear in at least one Sunday edition).

2. Personal Contacts. Describe personal contacts to be made in person or by telephone, especially with organizations, departments, colleges, universities, or individuals likely to provide qualified female and minority applicants, include requests for nominations. OAE advises hiring units on request.
  - a. Describe other solicitations, such as conferences, mailings to other Universities, etc.
3. Deadline. Specify application deadline or state "For fullest consideration, submit [CV, resume] by [date]" or "Review of candidates will begin [date]".
4. Diversity Statement. The following brief statement fulfills the minimally required equal opportunity required: "The University of Illinois is an Affirmative Action/Equal Opportunity Employer." For examples of other statements see <http://www.uic.edu/depts/oea/facultyToolkit.htm>



# OAE Review and Approval

- Assess for under representation
- Make recommendations for improving recruitment plan to address under representation
- Adequately informs applicants of what they are competing for and other fair process concerns
- Sets up tracking method by assigning a job code carrying forward to EEO information and the Process Summary form *(see Handout pg.4)*



# After OAE Approval of Position Notice, Post the Position

- see *Handout pg. 5* for details on posting in the Employment Center
- Proceed with on-line postings, placing ads, sending announcements, etc.
- Retain documentation for postings and ads, etc.

# Position Notice (cont.): Recent Changes

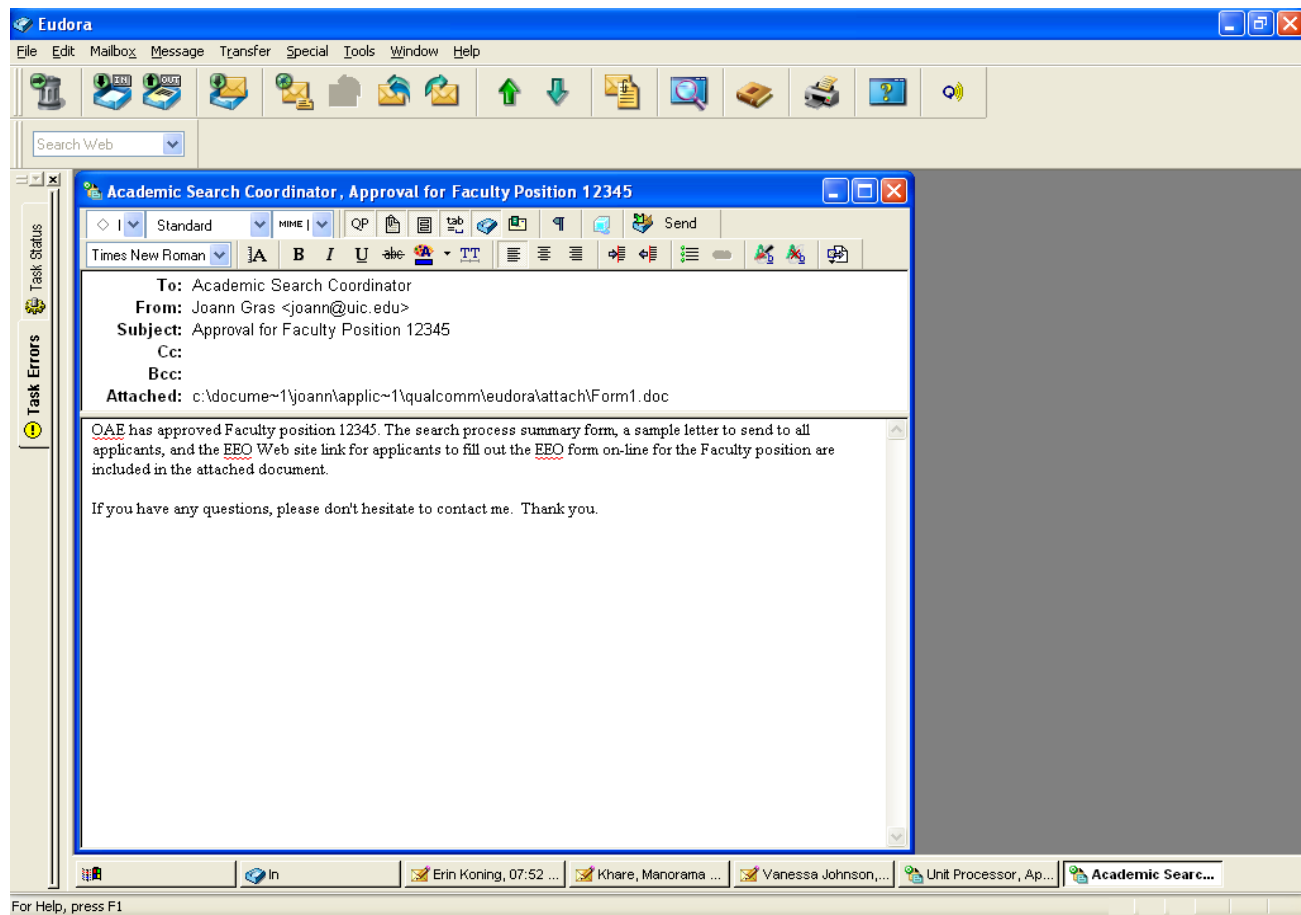
- What's new on the Position Notice?
  - College defines approval structure with 2 levels of review
  - Complete and submit in electronic format
    - Copy from OAE website into Word Document for completion
    - Acquire signatures needed by hiring officer and 2<sup>nd</sup> level of review, usual within college or department, as defined in each college
    - Submit signed Position Notice with attached documentation to OAE via email – **as of April 1<sup>st</sup>, No PAPER can be submitted**
  - Requires Search Committee names with email addresses
    - OAE copies committee on approval of Position Notice
    - Informs committee members of diversity assessment and UFRP eligibility
    - Also provided on-line resources to assist them in search process  
*(Handout, pg. 2)*

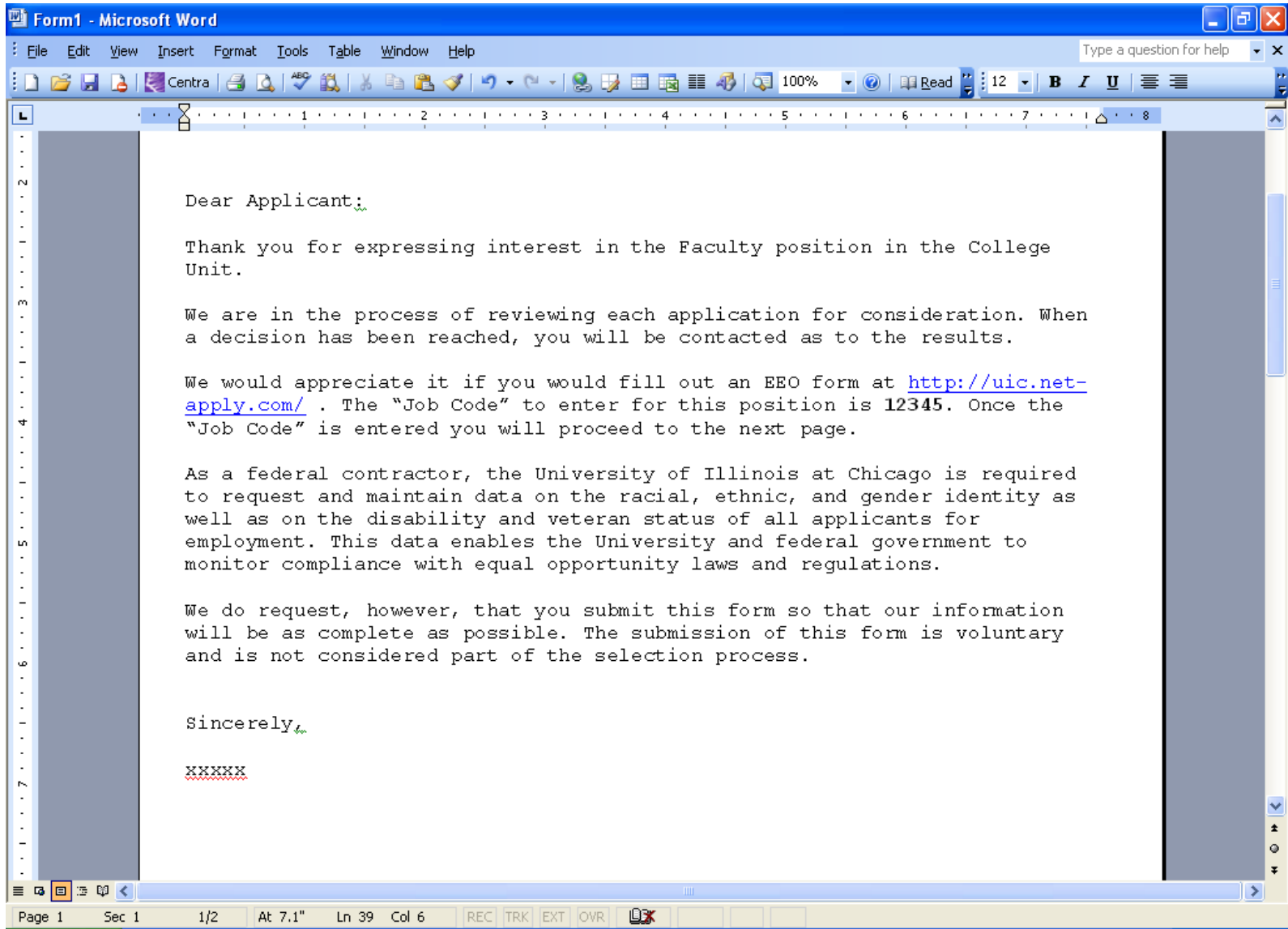
# Key Activity # 3 : Search

## Activities After Posting

- Most common oversight by hiring units depts.
- Hiring Unit acknowledges receipt of applications and requests applicants to complete EEO form
- It is “good etiquette” to acknowledge receipt of applications/or interest.
- But also gives opportunity to solicit solicit EEO information we are required by federal law to maintain.

Once your Position Notice position is approved by OAE, the Academic Search Coordinator or contact person will receive an email from OAE with an attached document including a sample letter to send to all applicants, the search process summary form, and the EEO Web site link for applicants to fill out the EEO form on-line.





# Key Activity # 4 : Summarizing the Search Process *(Handout, pg. 4)*

Form1 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

100%

**UIC** SEARCH PROCESS SUMMARY

OFFICE FOR ACCESS AND EQUITY (M/C 602)  
The University of Illinois at Chicago  
(312) 996-8670

The summary reviews the search process before finalists are interviewed. Approval authorizes the unit to hire any of the names appearing on the finalist list without further review by OAE. No interviews may be conducted of candidates for any academic or professional appointment for 50 percent or more time until the procedures on this form have been approved by a campus affirmative action officer. Human Resources will process appointment papers only if name of appointee appears as a finalist or the search has been waived.

EEO/AA Job Code No. **08-25-60-0218** Coll/Dept. Code **0218 (Job id#12345)**

Position Title/Rank **Faculty position** Department \_\_\_\_\_

Proposed Salary or Salary Range \_\_\_\_\_ Tenure Symbol \_\_\_\_\_ Proposed Appointment Date \_\_\_\_\_

A. Specify any changes in the search process (i.e., advertising content or dates, search committee, number of hires) that may have occurred since submitting the Position Notice.

B. Total number of applicants for this position; \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_

All applicants have been sent EEO Information Request form and statements informing them of their rights under the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974? Yes \_\_\_ No \_\_\_

C. Naming the Finalist Candidate Pool.

FINALIST(S)					HIRE(S)'		
Name	Gender	Race/Ethnic	Highest Degree	Recruitment Source	Gender	Race/Ethnic	Salary

Page 2 Sec 1 2/2 At 1.9" Ln 4 Col 91 REC TRK EXT OVR

- Usually occurs before interviews but not always
- Each candidate identified on this list can or may be ultimately hired for position advertised

# Why have the Process Summary

## Form?—what does OAE look for in this review?

- Did the department do what they said they were going to do in the Position Notice? Was the approved process followed?
- Did they solicit EEO info from applicants?
- Did department make an effort to identify a diverse pool of candidates?
- Did they evaluate candidates for meeting the stated minimum qualification posted for the position?



# Why all these Signatures?

**Hiring Officer:** agrees to follow or have followed process outlined, attests to meeting minimum qualifications and eligible for hire. Implements diversity commitment within department or program.

**2<sup>nd</sup> level signature:** accepts responsibility for candidates meeting standards and goals of the larger unit. Enforces diversity commitment of College.

**Academic Search Coordinator:** general compliance with college and campus guidelines, process, etc.

**OAE:** general EEO standards have been met.



# Triggers the Offer and Appointment Process

- Any name on the list that department has certified has the qualifications for the specific position can advance to the appointment process without further review by OAE
- If there is a new candidate (not on original list) resubmit Process Summary
- Under represented Recruitment Program (UFRP) *(see Handout pg. 7-12)*

# Key Activity # 5 : Wrap Up, Preserving Search Records

- Once the decision to hire has been made and the offer accepted, notify OAE of the selected candidate to be hired.
- Also note candidates who withdrew or rejected offer.
- Preserve records on *all* applicants, not just finalists, for 3 years from date of search closure
- If UFRP funds available, follow College and campus policy to procure funds? (*see Handout pg. 7-12*)
- Proceed with offer letter and appointment process
- Congruity with appointment terms and Process Summary is required

# A Few Pointers...

- When opening a position, do not box yourself in, “faculty rank commensurate with experience and achievements,” “reviewing of candidates starts (date) and will continue until position/s is filled,” “for maximum consideration apply by...”
- Consider maintaining a running pool allowing for continual solicitation of candidates
- Raise questions, concerns earlier not later
- OAE contact for questions: Vanessa Johnson ,  
vanessa@uic.edu