**Recruitment**

*Tenured, Tenure Track and Continuing Track Faculty Search Procedures*

The Office of Human Resources has provided a step-by-step guide along with job aids and trainings for departments to reference throughout the recruitment process. This information can be found on the HR ATLAS under Recruit/Hire, Full-Time Benefited at [www.udel.edu/connectingu](http://www.udel.edu/connectingu).

1. Authorization for faculty recruitment is issued by the Dean and Provost.
2. Associate Dean’s will notify Department Chairs when they have approved faculty searches. Included will be the rank, tenure status, discipline, salary range, position# and funding. The Sr. College Business Office will supply a position# and details on rank, tenure sWhen the position number is provided to the department, they can initiate the **Request to Recruit (RTR)** web form.**\*** For interdisciplinary and cluster searches, the Dean’s office will initiate the RTR web form. The RTR includes the proposed advertisement, advertisement open and close dates, specific advertisement venues, and the search committee composition. In all cases the form will be routed by the Dean’s office to the Vice Provost for Faculty Affairs who approves language in the advertisement. In some cases the committee is formed prior to RTR submission with the express purpose of having the committee craft the advertisement. In this case, the Dean’s office will secure committee composition approval from HR-Employment in advance of RTR submission.
3. The formation of any search committee, faculty or staff, MUST consider racial and gender makeup. Every effort must be made to ensure adequate representation on search committees.
4. After the RTR is approved by HR, the announcement of the open position is posted in professional journals, appropriate publications of minority and women’s associations, and in vita banks, all in accordance with the search committee’s recommendation. At this point, the Associate Dean (AD) will meet with the committee membership and “charge” them regarding diversity expectations, timelines, process and procedures, and any other relevant matters. Often, the College’s HR director will attend to inform the committee of HR processing guidelines.
5. Applications for UD faculty positions are handled entirely by HR-Employment, and UD is using “Interfolio's By Committee​” software to capture all applications for all faculty searches. Applicants submitting for consideration will receive a free dossier account and are instructed to upload all requisite documents to the “Interfolio” site. The search committee membership will be provided access to view and evaluate applicants’ portfolios as soon as they are received.
6. After the advertisement close date or date annotated when applications will be reviewed, the committee will assemble to evaluate applications and develop a short list of finalists for telephonic or Skype interviews and/or on campus interviews. Development of selection criteria for an interview will be the responsibility of the search committee chair. Once the committee has identified the finalists, the department web form originator can submit the **Applicant Pool** stage of the web form. The web form follows channels, and ultimately HR-Employment will review finalist pool to ensure adequate representation of protected class individuals. No interviews are scheduled with any finalists until after HR approval of the pool of candidates. On occasion, if the pool is not diverse, HR may require the committee select a qualified diverse candidate and interview him/her.
7. Once HR has approved the pool of candidates, interviews are then scheduled by the committee.  All finalists to campus for T-T and CT positions must meet with the appropriate Associate Dean. For searches offering tenure to the candidate, the AD, Dean, and Provost must also meet the finalists. After interviewing all finalists, the committee will apply the rubric and/or metrics developed by the search chair and committee to determine the most qualified candidate. The search chair is responsible for drafting the narrative identifying the strengths and weaknesses of each finalist and clearly identifying the top candidate for offer.  It is a requirement that committee deliberation outcomes are documented and available for two years after search conclusion.
8. Next step is inputting candidate justifications and offer memo into the **Offer Status** stage of the web form. At this point the search chair and department chair should confer with the AD to finalize terms of offer (proposed salary, start date, start up amount, etc.). Once details are set, the web form originator will process the web form. Templates for offer memos can be found on the [Faculty Search Procedures](https://www.cas.udel.edu/who-we-are/college-operations/administrative-resources/faculty-search-procedures) page.
9. Release of offer memo to candidate of choice occurs only after the **Offer Status** web form is approved by all parties, to include Provost, Criminal Background Check coordinator, and HR-Employment. Once approved, the web form originator will inform the CAS HR director, and the offer is printed on Dean letterhead, Dean’s signature is secured, and the offer is provided to the department for the Chair to sign. For interdisciplinary hires, the chair of the department holding the majority line will sign. The department is responsible for sending the offer memo to the candidate, along with the appropriate attachments (department workload, welcome packet, etc.). The candidate is normally given two weeks to accept the offer.
10. If negotiations with the candidate change parameters of offer (e.g., salary, start date, start up amount, etc.) then the web form will need to be revised by the web form originator with negotiated offer and routed back through the web channels. If the offer is declined, the committee, chair, and Associate Dean will determine whether to proceed with offer to the next highest qualified candidate.  If this option is pursued, then the web form originator must indicate on Offer Status portion that the offer was NOT accepted and then insert the offer to next candidate and process web form through channels for approval.
11. Once the offer is accepted, the candidate returns the signed letter to the Dean’s office. The Dean’s office is responsible for distributing copies to the department, the Vice Provost for Faculty Affairs, and HR. At this point the department web form originator indicates that the offer was accepted on the web form, which closes out the electronic form. Notice is sent by HR to the On-Boarding Coordinator who will contact the new faculty hire to schedule time for official UD on-boarding procedures.

\*A search budget provided by the Dean will not exceed $7,000 ($5,000 for ad placement, travel and campus interview costs and $2,000 contribution from the Dean for moving costs.  Any expense above this amount is the responsibility of the department.  Exceptions must be negotiated in advance with the Associate Dean.  For non-science hires the College will also provide a computer equivalent to the standard UD desktop configuration.

Please refer to the following policies to assist in faculty recruitment efforts:

Recruiting Expenses: <http://www.udel.edu/ExecVP/policies/financial/3-12.html>

Moving Expenses: <http://www.udel.edu/ExecVP/policies/financial/3-11.html>

Business Hosting Policy (specifically, Policy 3-7, II, F, 1a (i-vi): <http://www.udel.edu/ExecVP/policies/financial/3-07.html>

Updated by Paul Pusecker, Chief Administrative Officer, CAS, 20 August 20, 2015