FACULTY RECRUITMENT CHECKLIST

This checklist contains the steps necessary in hiring professors. The checklist is an update of one constructed some years ago and has information that may be useful in your searches. The list has been reviewed by HR.

__ 1. Department head/chair justifies the need to fill a vacant faculty position to the Dean and approval must be obtained from the Provost. If it is a new faculty position, a memo requesting permission to create the position should be forwarded for Provost approval.

__ 2. Search committee selected from among tenured faculty, or if necessary, untenured faculty with three or more years’ experience;
   a. Committee Chair must be tenured;
   b. Memo of justification is needed if committee member has less than three year’s experience; memo should state that service on committee will not affect their progress towards tenure
   c. Strive for ethnic, gender, and viewpoint diversity; search committee
   d. Chair appointed.

__ 3. Job description and qualifications are written in consultation with all necessary levels of approval. Application deadline or initial application review date is set with at least two weeks response time, except in unusual circumstances.

__ 4. Recruitment Plan discussed by search committee and/or department Head/Chair. Remember to attach the advertisement/announcement and any supporting documents for AA/EEO office in the Internal Documents Section.

__ 5. Create posting in the online faculty recruitment system (in People Admin); follow the directions carefully and don’t forget to save your work.

Electronic posting approved by:
   a. Dept. head/chair  ___
   b. HR Liaison  ___
   c. Dean  ___
   d. Provost’s Office  ___
6. Search committee receives charge from Head/Chair, where necessary; reviews advertisement/announcement to ensure all committee members understand selection criteria; makes suggestions where necessary; sets agenda and timetable for review of applications; a meeting among the department head, committee meeting, and the HR liaison to review application and interview process is strongly recommended.

7. Approved advertisements/announcements are mailed, faxed, and/or e-mailed to venues by Chair, liaison, or designee. No wording changes or advertising venue changes can be made without AA/EEO approval. (Payment & Procurement Services will not pay the bill for job ads not approved by AA/EEO).

8. As CV’s/resumes are submitted for the specific position, the on-line system will generate an automatic email acknowledgment with a confirmation number to all applicants. The Voluntary Affirmative Action Survey information is captured when the applicant applies for the position.

9. Applications reviewed by members of the search committee. Applicants must be screened on the basis of advertised criteria. As decisions are made on the applicant’s status, the office administrator (HR Manager or HR Liaison) will be asked to provide reasons for non-selection/selection. Simply stating “less qualified” or “not a good fit” will not be considered sufficient. A sample of “Form B” responses is located on the Chairs / Heads Resource Page.

10. Search committee determines applicants from whom they will request letters of reference. This may be requested at any point depending on the search committee’s preference. These applicants should be moved to the status “References Requested”. The on-line system will generate an automatic email to the references provided by the applicant.

11. HR liaison or designated hiring manager will move those applicants who do not meet minimum qualifications to a status where they not receive further consideration. Note that this will generate an email to the applicant stating that they are not under further consideration. The search committee may elect to wait until a signed letter of offer is in hand.

12. Search committee prepares a short list of candidates to be interviewed which is approved by the Department Head/Chair, Associate Dean, and the Dean (or other appropriate levels). Each candidate’s documents and interview schedule is distributed as appropriate.

13. Candidates are contacted regarding interview dates and an interview schedule is prepared by the search committee in consultation with appropriate levels. Make sure
candidate has a copy of the agenda and is informed of what is expected (open session presentation, research review, etc.). Candidates should also be informed of reimbursement policies, travel/hotel accommodations. If transcripts were not requested in the application process, they should be requested at this point. If the applicant sends this information directly to the department, the HR Liaison can attach electronically to the Hiring Proposal.


Guidelines on Guest Meals in Interviews:

a. Must have a documented business purpose and show how business is extended into a traditional meal time period.

b. Cost of meals must be reasonable, not lavish.

c. Guest meals are limited to **actual expenses up to** a total of $60/day per guest.

d. If more than three University employees participate, a letter of justification signed by the dean or department head should be attached.

e. Some expenses associated with guest meals may be allowable from Foundation funds when not appropriate from University funds. In interviews, meal expenses for an AU employee spouse can be paid/reimbursed as a non-taxable expense through the Foundation when the interviewee’s spouse also attends the meal. However, such guest meal costs will only be covered by the Foundation when IRS business purpose criteria are met. Such expenses are limited to **actual expenses up to $60/day per person.**

__15. After all interviews have been conducted, the search committee provides evaluations of candidates to appropriate levels and the search committee chair will poll the faculty for their vote/comments.

__16. Candidate is selected

__17. The search committee must provide a summary of each candidate’s qualifications and the criteria differentiating the recommended candidate. The office administrator (HR Manager or HR Liaison) will be prompted to input this information as they change the status of the applicants. Again, the statements “less qualified” or “not a good fit” will not be considered sufficient criteria for non-selection

__18. Candidate is contacted by the Dean, Head/Chair, or appropriate administrator and a conditional offer is discussed (salary, tenure clock, rank). Be very clear that the offer is conditional and is contingent on Provost and AA/EEO approval and background check.
19. The Hiring Proposal is completed and the following documents are attached electronically in the Documents Section: draft offer letter, Initial Appointment Report (if tenure track position), transcripts (if not provided in the applicant documents), Prevailing Wage, and Controlled Technology of Technical Data Form (if foreign national).

20. The hiring proposal is submitted for approval to:
   a. Dept. Head / Chair
   b. HR Liaison
   c. Dean
   d. Provost
   e. Affirmative Action

21. After Provost and AA/EEO approvals have been received, an official offer is made in writing to successful candidate (include acceptance signature line on bottom of letter). After receiving the signed letter, it should be attached to the Hiring proposal for an electronic file copy, and the selected candidate must be moved to the status “Offer Accepted.”

   Reminder: This offer of employment is contingent upon completion of a background check. Prior to entry of your information for the check please visit this link for guidance regarding the information you will need to complete the entry -- Auburn HR: Background Information Needed

   In order to conduct the background check, please visit the following link and enter your information as soon as possible to avoid delay in the process. Link: Human Resources - Verified Credentials. You will be notified via email when your background check is complete.

22. Interviewed candidates who were not chosen are informed of status automatically by email when the applicant status is changed to “Hired” and the Posting status is changed to “Filled”. This step is done at the Provost Office level. Chairs/Heads often write personal letters to interviewees not selected once the department receives a letter of acceptance from the selected candidate.

23. Associated hiring documents (including the Academic Personnel Authorization Form) are prepared and submitted through proper channels for EPAF completion.

   Use the link below to access more information on hiring and recruitment. Auburn University Faculty Recruitment Manual
This link accesses “Search Committee Information and Tips”
Provost - Faculty Recruitment Information

There are two reference manuals outlining the step to complete the Posting and Hiring Proposal:

Auburn Faculty Hiring System Manual – Creating a Posting
Auburn Faculty Hiring System Applicant Review