



## Procedure for Filling Full-Time, Tenure-Track Faculty Vacancies

Submit all new hire paperwork with "[\*Academic Affairs-Process to Hire New Faculty\*](#)" form

### Prior to Advertising the Position

- Approval to search has been obtained by the Provost and Vice President for Academic Affairs.
- Position has been discussed with the dean, including proposed salary level and position.
- If the position opening is the result of a retirement or resignation, a formal letter from the faculty member stating his/her retirement or resignation date as well as a separation PAR has been submitted to the Provost and Vice President for Academic Affairs office prior to starting the search process.
- A Critical Hire form has been completed and submitted to the Provost and Vice President for Academic Affairs office.
- The search committee and its chair have been identified.
- The search committee chair (or representative) completed online Recruiting Workshop sponsored by the Provost and Vice President for Academic Affairs office.
- Applicant Clearinghouse Form has been completed and emailed to Human Resources along with a job announcement.

### Advertising the Position

- The advertisement was placed in the *Chronicle of Higher Education*, or other national ad, and posted on the Human Resources Employment website. (Note: A national ad is **required** for all full-time, tenure track position announcements).

### Conducting the Search

- Confirmation letter was sent to each applicant upon receipt of his/her application. The following items mentioned/included in the letter:
  - Additional materials and/or references to appropriate websites describing the institution, college, and department.
  - Date review of applications will begin.
  - Applicant Data Sheets and postage paid envelopes were included in the confirmation letter. (Please put the number of the Applicant Clearinghouse Form [PVA# found in the upper right hand corner of the form] in the upper right hand corner on the Applicant Data Sheet and photocopy as many of the Applicant Data Sheets as needed.)
- As applications were received, the search committee chair or subgroup of the committee performed an initial screening process of the applicant's credentials. As applicants who lack the basic qualifications specified in the advertisement were eliminated, letters were sent to these candidates.

- After the application deadline, an in-depth screening of all applicants narrowed the pool to a short list of the most viable candidates. These candidates were subjected to a more intense review of their credentials, including phone interviews of their references by a designated committee member or subgroup.
- The search committee conducted a phone interview with each candidate being considered for an on-campus interview. *Note: Candidate interviews should be limited to no more than three candidates unless the candidates should turn out to be unacceptable.*
- All phone interviews were based upon a common set of questions. Notes were taken by the telephone interviewer(s) and a summary included as a part of the applicant's materials.
- The final pool of applicants invited for an on-campus interview was cleared through the dean and, when appropriate, the Provost and Vice President for Academic Affairs.
- On-campus interviews were scheduled for a full day and included, at a minimum, the search committee members, the department chair, and members of the department.
- All candidates that were interviewed were given the Authorization Form for Consumer Reports and asked to mail it directly to the Provost and Vice President for Academic Affairs office.
- The search committee collected input from all constituencies involved in the on-campus interviews.

### **Making the Offer**

- After completing on-campus interviews, the search committee summarized input from the interview and its evaluations, and submitted its preferences to the department chair (In the case of a department chair appointment, a recommendation from the search committee was sent to the dean.)
- If a candidate is currently under contract at another University System of Georgia institution, UWG's President contacted the Vice President/President of that institution prior to making an offer.
- The department chair/dean submitted the following items to the Provost and Vice President for Academic Affairs office for approval to hire: (*Do Not Offer conditional employment until all approvals are obtained on the Authorization for Employment.*)
  - Authorization for Employment
  - Draft of Letter of Offer
  - Copies of official transcripts
  - The candidate's curriculum vita/resume
  - Advance Data for Banner form
- After the Authorization for Employment was approved by all levels, a formal letter of offer and security questionnaire were mailed to the candidate.

### **Completing/Closing the Search**

- The department chair/search committee chair wrote all remaining applicants notifying them the position has been filled.
- The department chair/dean personally called the candidates invited for on-campus interviews.
- The department chair/search committee chair submitted an Acknowledgement Letter to Human Resources to notify them of the new hire.

□ The following materials were forwarded to the Office of the Provost and Vice President for Academic Affairs:

- Advance Banner Data Sheet
- Personnel Action Request (complete set)
- Budget Amendment, original
- Authorization for Employment, original
- Letter of Offer, original
- Security Questionnaire, original
- Affirmative Action Checklist, original
- Completed Applicant Clearinghouse form *Note: Human Resources must also be notified that the position is filled*
- 3 letters of recommendation (on letterhead and originals, with original signatures unless through a career placement agency. Electronic copies are acceptable, but must be signed)
- Resume/Vita
- Official original transcripts for **every degree** and any additional coursework

**Forms, sample letters, policies, and other information can be found at**  
<http://www.westga.edu/vpaa/facultyresources>