

# CXUF

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05/12/2021

1

## **SEARCHING FOR AN EDUGATOR: Skillfully Navigating Faculty Recruitment**

Leela Kumaran, Mirela Vasconcelos, & Ellen Young  
College of Education

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2

## Our COE Roles

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Leela Kumaran is a Research Coordinator with the School of Teaching & Learning and has been providing support for faculty searches in the department and to other COE units for more than a decade.



Mirela Vasconcelos is Executive Assistant to the Dean and provides assistance at the College level with faculty searches among other duties. She assists the hiring authority (the Dean) throughout the process, pre- and post- campus interviews.



Ellen Young is the COE's coordinator of all things HR including the advertising of job positions, public notifications of meetings, and all the processes to set up and finalize hiring of personnel.

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3

## So, How Did We Get Here?

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- The framework started about a decade ago as a practice within one department in COE.
- A need for standardization throughout COE led to the development of a more comprehensive and flexible process that could be adapted to individual unit needs.
- The overall focus was to streamline the process; reduce stress; make the candidate feel welcome and comfortable; and have a detailed resource in place for faculty and staff.
- The process works as intended only if all members work as a TEAM. A clear plan helps to divide responsibilities.
- We hope the UF community can take our method, modify it, and **OWN** it.

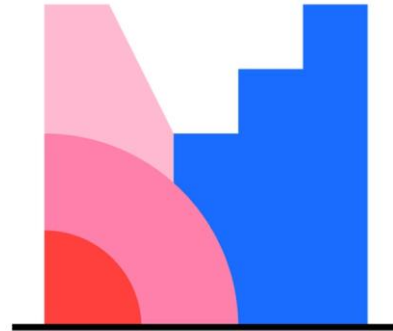
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4

## You tell us!

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What word(s) comes to mind when you think about faculty searches?



**Mentimeter**

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5

## Main Players

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**Search Chair**

**(SC)**



**Support Staff**

**(SS)**



**HR Personnel**

**(HR)**



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6

# Administrative Approval & First Steps

Dean (hiring authority) informs department of the availability of position(s).

Search Chair (**SC**) & Search Committee appointed by Dean in consultation with Department Chair. Committee usually includes one senior **doctoral student**. Support Staff (**SS**) also assigned.

**SC**, **SS**, and all committee members must complete training (PVO800).

**SC** coordinates with Dean's office to schedule first Committee meeting.

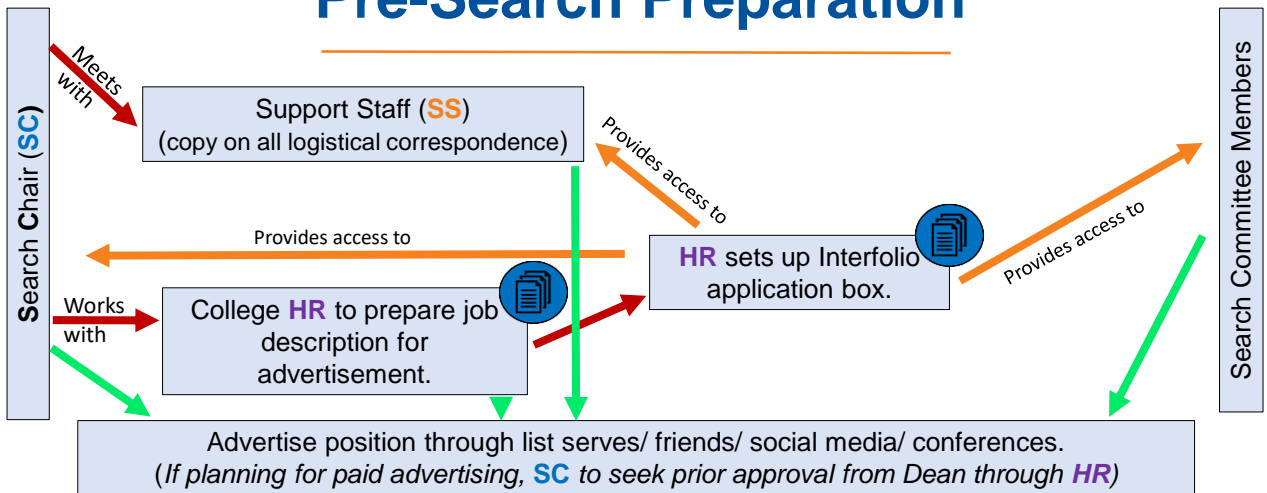
At this meeting, the Dean "gives the charge" — explaining the nature of the position and priorities of the department.

Committee works as a team to finalize the job description.



7

## Pre-Search Preparation



8

## Search Process: Application Review

First evaluation of all applicants completed by individual search committee members.  
Online evaluation available on Interfolio.

**Sample offline evaluation sheet**  
(All documents subject to Sunshine State Laws)



Committee meets to discuss applications.  
Shortlists candidates for phone/ Zoom interviews.

**SC / SS** sets up time/ links for phone/ Zoom interviews.  
**SPARK (one-way interview) may be available soon for all.**

Committee sets up phone interview protocol / process; conducts interviews; shortlists candidates for campus interviews.

**SC** receives approval from Dean for selected finalist candidates.

Inform **HR** of all meetings at least three days in advance;  
**HR** to post for public per Sunshine State law.



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9

## Search Process: Setting dates

**SS / SC** request **HR** to source reference letters for finalist candidates.

**SC** contacts selected candidates to confirm interest in the position.  
After candidate confirms, **SC** introduces **SS**.



**SS** works with Dean's offices/ **SC** / Department chair to find best dates for campus visits.  
**SC** or **SS** confirms candidate availability.

**SS / SC** matches availability with candidate schedule to finalize interview dates.  
(**3 days**: Arrive PM of Day #1; Meetings on Day #2; Spill over meetings and departure on Day #3)



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10

## Search Process: Setting up Travel

**SS** writes to candidate for information needed to set up UFID, transportation, and lodging (name/ DOB/ Address/ Phone/ SSN).  
Use **DocuSign** for security.

**SS** or **HR** sets up UFIDs for all candidates.

**SS** reserves hotel rooms (usually 2 nights); books flights / car rental as needed; sends CC authorization (for room & parking only) and tax exempt certificate to hotel.

**SS** writes to [Travel@ufl.edu](mailto:Travel@ufl.edu) to receive approval for processing travel for all candidates. (Candidate name and UFID are required.)

**SS** sets up Travel Authorization (TA) for all candidates.  
TA will be approved by Dean's Office, who also provides Chartfield information.

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11

## Local Arrangements

**SS** writes to candidate confirming flights/ hotel.

**SC** requests research presentation title from candidate.  
**SC/ SS** invites colleagues/ doctoral students to help with leading events.  
**SS** begins drafting interview itinerary.

If real estate tour is included in agenda, **SS** introduces realtor to candidate.

**SS** organizes swag gift bag as available.  
(UF branded notepads/cups/pens/bags/etc.)

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12

## Finalizing the Agenda

**SS** and **SC** collaborate to finalize agenda; Two versions to be created.

Detailed Agenda with transitions  
for internal circulation.



Outline Agenda for candidate  
and outside distribution.

**SS** creates custom *Personnel Affiliations* document based on meetings in agenda (*Optional*).  
**SS / SC** prepares candidate feedback form (paper / electronic).



**SC** shares outline agenda with candidate along with *Personnel Affiliations* document.  
**SS / SC** sends transition agenda and candidate CV to everyone involved in the search.

**SC** sends out invitations to all COE personnel to attend job talk.

**SS / SC** provide advanced notice to IT / ETC for audio-visual aid as needed.



13

## Interview Days and After

**SC / SS** provides hard copies of candidate feedback form at larger meetings.  
Sends electronic links for feedback by email.

**SS** ensures candidate has checked out of hotel on last day of visit.

After candidate returns home, **SS** requests travel related expense receipts.  
Candidate meals not already covered by UF are calculated at standard UF rates  
and according to travel time; no receipts are needed.

**SS** processes travel Expense Report (ER), confirms candidate approval and submits.

**SS** processes reimbursements to COE faculty for meals with candidates  
through Travel module, using 'Recruitment expenses' code; itemized receipts needed.

**SS** reconciles related PCard charges.



14

## Wrapping Up

Search Committee reviews campus interviews and feedback.  
**SC** meets with the Dean to review Committee recommendations.

Dean reaches out to top candidate(s) to negotiate and make an offer.

After negotiations are complete, **HR** works with the Dean to create a formal Letter of Offer.

Once the offer is formally accepted, **HR** starts onboarding.

Dean informs the College community of new hire.

**SC** personally calls/ emails unsuccessful campus interviewees.  
**HR** emails other applicants.

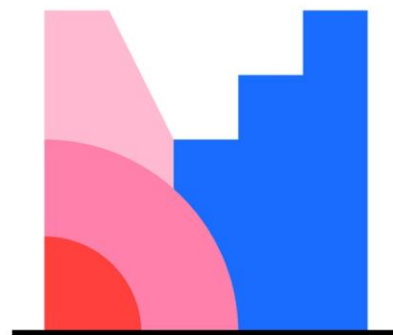


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15

## Tell us again...

What word(s) would you **NOW** use when you think about faculty searches?



Mentimeter

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16



## COVID Adjustments

- With travel restrictions in place, fewer steps and faster turnaround is possible.
- Maintain a comparable agenda, with all meetings conducted electronically via Zoom.
- Arrange for virtual realtor tours.
- Pay attention to time differences between us and candidates.
- Create individual Zoom links for each meeting to avoid surprise visitors.
- Have 'waiting room' set up in Zoom.
- Be extra careful not to expose electronic links to private meetings in publicly available sites.
- Provide a cell phone number for candidate to contact in case of any glitch.



17

## Search-related UF Roles/ Trainings\*

Task	Role	Role Code	Training Module
Guide to Faculty Appointments, Recruitment & Hiring for UF Admins Hiring Grad Students and Fellows? Guide to Hiring and Paying Foreign Nationals? To be a participant in Faculty Search Committee			PRO319 PRO318 PRO336 PVO800
Job requisition	Originator security role Approver security role	UF_N_JRQ Department Req Orig UF_N_JRQ Department Req Appr	PST098 PST099
DocuSign	Sender Author	UF_N_DOCUSIGN_SENDER UF_N_DOCUSIGN_AUTHOR	PST280 PST290
UF Identity Management	Create and manage UFID	UF_PA_IDM_COORDINATOR	BRG500
Travel	Assist with travel In-depth workshop on travel @UF	UF_FI_UNIVERSAL INQUIRY UF_EX_EMPLOYEE	PST930 PRO306
PCard	For all Users	For all applying for a PCard UF_PO_PCard_Approver UF_PO_PCard_Reconciler	PST975 PST978 PST978

\*Requirements are regularly updated; this list may not include all trainings required by a unit.



18

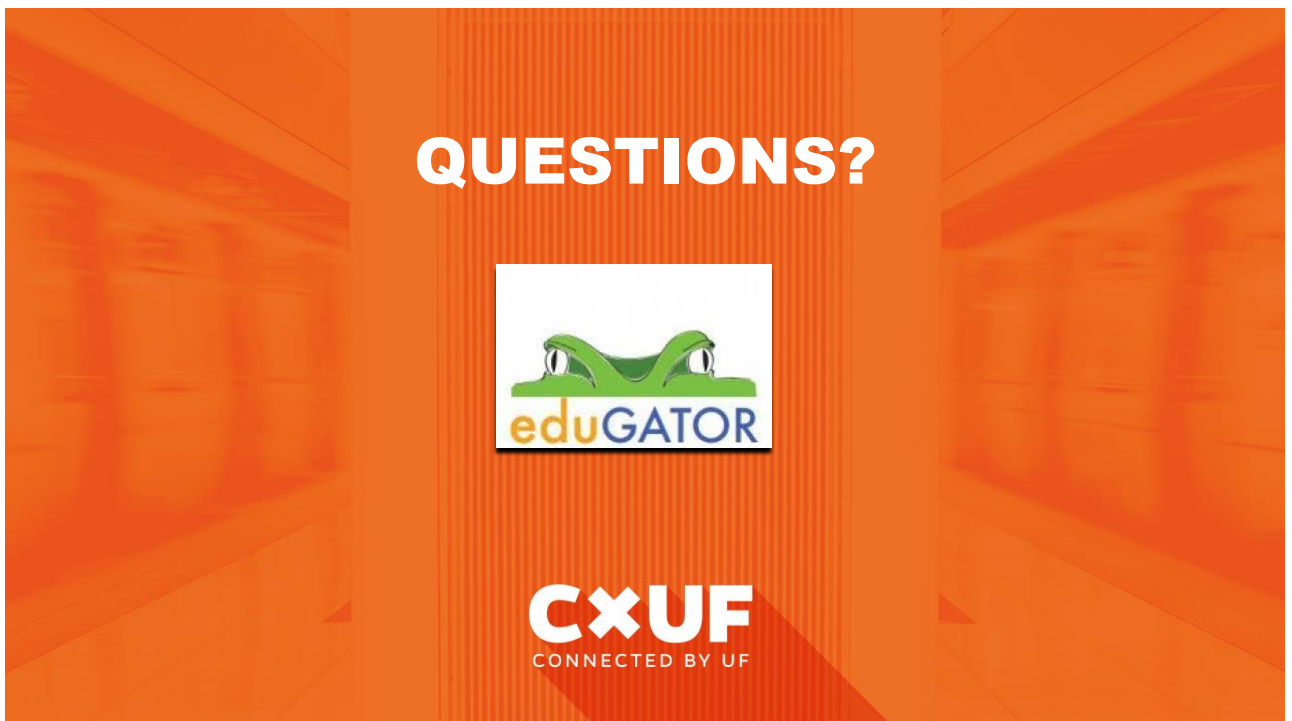
# Useful Links

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- [UF Job Site to share with candidates](#)
- [All about UF DocuSign](#)
- [Setting up UF Identifier \(UFID\)](#)
- [UF Travel](#)
- [UF Onboarding Toolkit](#)
- [UF: A-Z of Hiring](#)
- Getting to Know Gainesville:
  - [Home Magazine-Gainesville](#)
  - [Visit Gainesville](#)

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19



20

UF
Assistant Professor  
Mathematics Education  
College of Education at the University of Florida

The University of Florida invites applications for a tenure-track Assistant Professor of Mathematics Education with a focus on elementary mathematics education to work within the School of Teaching and Learning in the College of Education. This faculty member will join a cohesive, collaborative, and energetic community of scholars and educators committed to high quality research, teaching, and service.

The successful applicant is expected to conduct scholarly activities and support the development of a strong research program in mathematics education. This includes seeking external research funding, facilitating interdisciplinary research, contributing to 1-2 mathematics educator preparation and graduate studies, and recruiting and mentoring doctoral students in mathematics education. Our faculty share a commitment to advancing equity of opportunities and outcomes in K-12 education. Successful candidates must be committed to working with diverse student and community populations. This 9-month tenure-accruing faculty appointment will begin August 2020. Salary is negotiable, competitive, and commensurate with qualifications and experience.

**Responsibilities:**

- ▶ Conduct scholarly activities and build a research program commensurate with expectations of a tenure-track mathematics education faculty member at a research-intensive university
- ▶ Demonstrate a commitment to diversity and equity in education through scholarship, teaching, and service
- ▶ Pursue external research funding
- ▶ Publish in significant refereed journals
- ▶ Recruit, advise, mentor and engage students in research
- ▶ Teach (face-to-face, blended, and/or online) undergraduate- and graduate-level courses
- ▶ Provide service to the program, school, college, university, and profession

**Required Qualifications:**

- ▶ Doctorate in mathematics education or closely related field, earned by August 2020 for applicants who are ABD
- ▶ Evidence of scholarship in the field of mathematics education as demonstrated through publications, grants, and/or presentations at national conferences, commensurate with experience

**Application Instructions:** To apply, applicants should send (1) a letter of application addressing required and desired qualifications; (2) curriculum vita; (3) a research statement (2 page max); and (4) contact information for three references who will be asked to send a letter of recommendation through the online application system. Applicants should reference requisition #54391 or position #00034339. Candidates should submit application materials electronically at [jobs.ufl.edu](http://jobs.ufl.edu).

Inquiries about the position can be addressed to [Dr. Julia Brown](mailto:Dr. Julia Brown) ([jbrown@coe.ufl.edu](mailto:jbrown@coe.ufl.edu)) or [Dr. Ester De Jong](mailto:Dr. Ester De Jong) ([edjong@coe.ufl.edu](mailto:edjong@coe.ufl.edu)), School Director. Review of applications will begin on **November 13, 2020**. Applications received after this date may be considered at the discretion of the search committee and hiring authority. If you need technical assistance, please contact [interfolio@i877.999.8887](mailto:interfolio@i877.999.8887).

**Desired Qualifications:**

- ▶ Record of teaching and/or research experience at the elementary level in the field of mathematics education
- ▶ Track record or evidence of potential to secure, and successfully manage internally funded projects
- ▶ Track record or evidence of potential to recruit and mentor undergraduate or graduate students from underrepresented groups
- ▶ Commitment to collaboration with mathematics and education faculty, students and schools
- ▶ Teaching, research, and/or service experiences with diverse populations
- ▶ Strong knowledge of a variety of research methods
- ▶ Evidence of advanced coursework or professional development in mathematics
- ▶ Ability to positively contribute to national visibility of the mathematics education program
- ▶ Active engagement with and/or leadership in mathematics education professional organizations
- ▶ Participate and collaborate actively with STEM and education faculty

UF College of Education

**ABOUT THE COLLEGE:** The College of Education at the University of Florida, founded in 1906, is ranked No. 1 in the nation in Online Graduate Education (U.S. News & World Report), 6th nationally for undergraduate education (USA Today), and 15th nationally among public graduate colleges of education (U.S. News). Three of the College's academic programs occupy top 20 spots in the U.S. News rankings: Counselor Education (3rd), Special Education (7th), and Elementary Teacher Education (18th). Cutting-edge interdisciplinary research and public scholarship—often conducted in partnership with other UF colleges, school districts and communities across the state and nation—are yielding powerful learning systems and models that are helping to transform education in today's changing world, starting with our youngest learners. The College of Education is immersed in three of UF's designated priority research areas in UF's state-funded Preeminence initiative—early childhood studies, precision learning, and analysis of learning analytics. The College has 108 full-time faculty members with distinguished records in teaching, research and service. Faculty researchers last year held more than \$128.6 million worth in awards supporting studies and projects addressing education's most critical issues. Teaching is one of several areas of study from which UF education students can choose. More than 3,729 education students are enrolled on campus and online in 29 bachelor's and advanced degree programs and concentration areas, within nine academic specialties: K-12 Curriculum and Instruction - Counseling and Counselor Education - Early Childhood Education - Educational Leadership - Higher Education Administration - Research and Evaluation Methods - School Psychology - Special Education - Student Personnel in Higher Education. To sustain the college's innovative edge deep into the 21st century, heightened emphasis on emerging technologies, advanced graduate studies and interdisciplinary research will effectively prepare tomorrow's leaders in all education disciplines. The College's educator preparation programs have been continuously accredited by NCATE and CASP since 1954. Almost 30,000 UF "Educator" alumni are located throughout the world. Follow us: [@UF\\_COE](https://www.facebook.com/ufcoe) (Twitter) and [@UF\\_COE](https://www.facebook.com/ufcoe) (Facebook)

**ABOUT THE UNIVERSITY:** The University of Florida, founded in 1853, is a public land-grant, sea-grant and space-grant research university and one of the most academically diverse universities in the nation. U.S. News & World Report ranks UF 7th among public universities. National rankings such as 2nd by Kiplinger and 20th in Forbes in their respective lists of "Best Values in Public Colleges" are a result of UF's commitment to provide the highest quality education at the best value. UF is home to 16 colleges and more than 200 research, service and education centers, bureaus and institutes, and boasts more than 4,000 faculty members, 50,000 students and 415,000 living alumni. Faculty scholars last year generated more than \$838 million in research awards. The Florida Legislature designated UF as a "premier" state university in 2013. UF recently held almost 500 new faculty.

**ABOUT THE AREA:** UF is situated in Gainesville in North Central Florida, a progressive college town that blends big-city cultural and athletic offerings with small-town friendliness and charm, along with excellent schools. Gainesville, located about halfway between the Atlantic Ocean and Gulf of Mexico, is often recognized as one of America's best college towns and is highly accessible to three major metropolitan areas (Jacksonville, Orlando and Tampa). The National Arbor Day Foundation has recognized Gainesville as a "Tree City USA" every year since 1982. Add the allure of Florida's famous sunshine, tropical breezes, and abundant wilderness, springs, rivers and seashores nearby, and it is little wonder that top-caliber faculty and students find our College and University to be the perfect balance of premier academics and a fulfilling lifestyle.

The University of Florida is an equal opportunity institution. Because the University is committed to building a broadly diverse educational environment that fosters multicultural skills, applicants should include in their application letter information about how they will further this objective.

The final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered "official" if it designates or "waives to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at <http://www.naces.org/>.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the U.S. Searches are conducted in accordance with Florida's Sunshine Law.

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Sample of Advertized Job Description
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21

## InterInterfolio (through my.ufl.edu >HR>Recruitment)

UF UNIVERSITY of FLORIDA
 Ellen Young ▾

University of Florida > Positions >

### Assistant Professor in Mathematics Education (54391)

Unit	Status	Opens	Closes
18050000 - ED-SCHOOL OF TEACHING & LEARNING	Position Filled (Closed) <span style="color: blue; font-size: small;">change</span>	Oct 9, 2019	No date set

Applicants

Search by name, education, or status

Filter ▾

Saved Views ▾

Columns ▾

Position Actions ▾

## Assistant Professor in Mathematics Education (54391)

Unit	Status	Opens	Closes
18050000 - ED-SCHOOL OF TEACHING & LEARNING	Position Filled (Closed) <span style="color: blue; font-size: x-small;">change</span>	Oct 9, 2019	No date set

Position Actions ▾

**Applicants**

Search by name, education, or status

Filter ▾

Saved Views ▾

Columns ▾

53 of 53 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> [REDACTED] Ph.D. - Doctor of Philosophy, Ohio University	Jan 19, 2020	Complete		☆☆☆☆
<input type="checkbox"/> [REDACTED] Ph.D. - Doctor of Philosophy, Curtin University, Perth Western Australia	Nov 27, 2019	Complete		☆☆☆☆
<input type="checkbox"/> [REDACTED] Ph.D. - Doctor of Philosophy, Texas A&M University	Dec 1, 2019	Complete		☆☆☆☆
<input type="checkbox"/> [REDACTED] M.T.M. - Master of the Teaching of Mathematics, Concordia University	Nov 12, 2019	Complete		☆☆☆☆
<input type="checkbox"/> [REDACTED] M.S. - Master of Science, Balkhash University	Dec 15, 2019	Complete		☆☆☆☆

Sample of Advertized Job Description
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22

From Interfolio

	Candidate Name	Advertised Qualifications													Overall Qualification 1: Very interested/highly qualified; 2: somewhat interested/moderately qualified; 3: not interested/ minimally or not qualified			
		Required						Desired										
1		Doctorate in mathematics education or close related field, earned by August 2020 for applicants who are AED	Evidence of scholarship in Math Ed as demonstrated through publ., rants, and/or national conf presentations	Record of elementary level teaching and/or research experience in Math Ed	Track record/evidence: Potential to secure/ manage externally funded projects	Track record/evidence: Potential to recruit/ mentor underrepresented UG & Grad students	Strong & wide knowledge research methods	Evidence of advanced coursework or PD in mathematics	Ability to positively contribute to national network of the mathematics education program	Active engagement with and/or leadership in mathematics education professional	Participate and collaborate actively with STEM and education faculty							
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From job  
description



### Confirming interest in position

Dear XXXX,

I am very pleased to share with you that the Search Committee for the XXXXX position you applied for would like to officially invite you to continue the interview process with a campus visit.

First, please confirm that you are still interested in this position and in visiting the University of Florida campus. If so, I will connect you with Staff Support Name, who will coordinate your agenda for your visit and help you make your travel arrangements. We would like to schedule your visit as soon as possible in early January.

Members of the search committee really enjoyed their conversation with you and we all look forward to meeting you in person to learn more about your work and to share more with you about the position, our program area, the School of Teaching and Learning, and the University of Florida.

I look forward to hearing from you.

Sincerely,

### Introducing SS

Wonderful! I have copied Staff Support Name on this email so she can reach out to you to begin the coordination of your on-campus interview, including arranging for your travel to Gainesville. In addition, if you'd like to schedule a phone call to touch base on your visit, I'm happy to do so as well.

Have a great weekend.

Best,

Search Chair



## Gathering information

(If sending email, SSN needs to be called in. Alternatively, use DocuSign)

Dear XXXX,

Greetings from the University of Florida! Following up on our phone conversation, I write to confirm your visit to UF from **Month/Date/Year**. We plan to have you come in late afternoon/early evening on **Month/Date** and be able to leave around noon on **Month/Date**.

To make the travel arrangements to visit us, we will first need to set you up in the UF system. I need the following information from you to make that happen:

- Full legal name as it appears in your ID card
- Date of birth
- Complete mailing address (to be used to send checks for travel reimbursement)
- A good phone number to reach you
- Your SSN (Please **call me** with this information. I can be reached at XXXXXXX)
- \*Please send me a preferred itinerary with to and for flight information clearly indicated (including airlines, flight numbers, airports, times of arrival and departure). We will do our best to match your preferences.

I look forward to hearing back from you.

Best wishes, \_\_\_\_\_

**\*Notes:**

- If candidate is traveling from a place that requires multiple connections, offer to arrive at Jacksonville/ Orlando airports if that is easier; include rental car in travel (using UF approved vendor- currently, AVIS)
- If candidate is close enough to drive to Gainesville, ask for location of rental (preferred). If choosing to drive personal vehicle, only mileage can be paid @ approved rate/mile.



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25

Dear XXXX,

Attached are the following documents\*:

- Your flight tickets to and from Gainesville on Delta Airlines. I have picked aisle seats for you at this time, but feel free to change them if you prefer different.
- Your hotel reservation at the **Name of Hotel**. More information on the hotel is available at **add link to website of hotel**

Please make sure that all the details are as we discussed them. During your travel, please save any receipts for baggage fees, shuttle, cab, airport parking and the like, and scan and send to me after you return home from Gainesville. I do **not** need meal receipts. Meals are reimbursed (as applicable) at pre-determined UF rates. Let me know if you have any questions or concerns regarding travel.

**Search Chair** will be in touch with you regarding the details of your interview schedule at UF.

We look forward to meeting you.

\*Modify depending on mode of travel



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26

## Agenda Items

*Typically interviews begin with dinner on Day #1; full day on Day #2; and half day on Day #3.*

- \* Search Committee meeting
- \* Research and Teaching presentation
- \* Meetings with Dean, and Associate Deans (including faculty and research). If it is a clinical faculty position with minimal research requirement, then Dean for Research schedule **may** be reconsidered).
- Meeting with Doctoral students
- Meals with faculty/ doctoral students
- Real estate tour
- Tour of campus
- Tour of local schools/ places of academic interest/ centers or institutes
- Meeting with tech support (course building/ research)
- Meeting with affiliated faculty across campus (Diversity/ content area/ Women's Studies/Other).
- Search chair can ask if there are people candidate would like to meet if schedules permit.

\* Common across all agendas



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27

## Introducing the realtor

Dear **xxxxxx**,

A real estate tour is built into your interview schedule with us. I am writing today to introduce you to the realtor who will be showing you around. This experience is designed as an effective way to see a little more of Gainesville, while also looking at housing options. I want to emphasize that your preference of housing (apartment/home; renting/buying) plays no part whatsoever in the selection process. All conversations between you and the realtor are private and personal, and we do not require that they report to us.

**It is with pleasure that I introduce you to REALTOR NAME of COMPANY NAME.** I am connecting you early so that you have some time to discuss preferences. Please let **Realtor name** know your preferences, so **Realtor Name** can line up some homes that make the best fit for you.

Per the yet-to-be-finalized schedule, **Realtor Name** will pick you up at **xxxxxx** am from **xxxxx** on **Day/Date/Time** and drop you off at the **xxxxxxx** at **TIME**. **Realtor name** can be reached by email (copied) and/or phone (**xxx-xxx-xxxx**) and I would encourage you to reach out soon so that there is sufficient time to match available homes to your preferences.

**Realtor Name:** Our guest, **Candidate Name**, is coming in from **xxxxxxxxx**. **He/She** can be reached by email and phone (**xxx-xxx-xxxx**). **Search chair name**, the Search Committee chair, is also copied on this initial email for information. We don't anticipate major changes to the schedule, but will be in touch if it becomes necessary.

Best,



**CXUF**

28

Agenda with transitions

**Campus Interview Schedule for Dr. Chonika Coleman-King  
(January 15- 17, 2019)**

**Tuesday, January 15, 2019**

04:17 PM	<b>Arrive in Gainesville (Delta 3531)</b> <i>Plan to pick up candidate</i>
05:30 PM	<b>Dinner with Nancy Dana, Vicki Vesco and Chris Busey</b> <i>Nancy to coordinate</i>

**Wednesday, January 16, 2019**

07:45 AM	<b>Breakfast with Phil Poekert, Director, Lastinger Center, COE (at Hampton Inn)</b> <i>Plan to pick up candidate at 8:30am</i>
08:30 AM	<b>Prepare for presentation (NRN 2-240)</b>
08:45 AM	<b>Research Presentation: (NRN 2-240)</b> <i>Teacher Education Research for the 21st Century: Preparing Educators and Scholars to Tackle Diversity</i> <i>Transit to walk candidate to 2-290D</i>
09:45 AM	<b>Ester de Jong, Director, STL (NRN 2-290D)</b> <i>STL walk to research committee at 10:00am, NRN 2-280</i>
10:45 AM	<b>Search committee meeting (NRN 2-280)</b> <i>(Nancy Dana, Sevan Terzian, Chris Busey, Cynthia Griffin, Tianna Dowie-Chin)</i>
11:45 AM	<b>Meeting with current PhD students hosted by Tianna Dowie-Chin (NRN 2-280)</b> <i>Transit to walk candidate to 2-270D</i>
12:15 PM	<b>Alyson Adams, Assoc. Director for Teaching &amp; Teacher Education (NRN 2-270D)</b> <i>Alyson to walk candidate to 2-280</i>
12:40 PM	<b>Lunch with program area faculty (NRN 2-280)</b> <i>Transit to pick up candidate to 10:00-2:00</i>
01:30 PM	<b>Tom Dana, Sr. Associate Dean, Academic Affairs (NRN 2-083A)</b> <i>Transit to pick up candidate to 10:00-2:00</i>
02:00 PM	<b>Glenn Good, Dean, College of Education (NRN 2-082A)</b> <i>Transit to pick up candidate at 2:30pm and bring to 10N 230A</i>
02:45 PM	<b>Ana Puig, Research Director, OER, COE (NRN 2-230F)</b> <i>Transit to pick up candidate at 3:15pm and bring to 10N 230A</i>
03:30 PM	<b>Tour of PK Yonge Developmental Research School hosted by Dr. Lynda Hayes</b> <i>Transit to pick up candidate at 4:15pm</i>
04:15 PM	<b>Chris Busey to transport candidate to Hampton Inn Downtown</b> <i>Chris to pick up candidate at 4:15pm and bring to 10N 230A. Transient Studies faculty (if available) to drop candidate at hotel by 6 pm</i>
06:30 PM	<b>Dinner with Buffy Bondy and Gage Jeter</b> <i>Dinner to coordinate</i>

**Thursday, January 17, 2019**

<b>Check out.</b>	
07:45 AM	Breakfast with Nancy Dana (Search Chair) at Hampton Inn
08:30 AM	Dagni Christian to pick up from hotel
08:45 AM	Tour of JJ Finley Elementary school hosted by Dagni Christian <i>Transit to pick up candidate from JJ Finley and bring to 10N 230A</i>
10:00 AM	<b>Real estate tour with Anna Guarino</b> <i>Transit to pick up candidate at 10:00 am</i>
12:45 PM	<b>Arrive at Gainesville airport</b>
01:48 PM	<b>Depart Gainesville (Delta 3830)</b>

**Campus Interview Schedule for Dr. Chonika Coleman-King  
(January 15- 17, 2019)**

**Tuesday, January 15, 2019**

04:17 PM	<b>Arrive in Gainesville (Delta 3531). Nancy Dana will meet at airport.</b>
05:30 PM	<b>Dinner with Nancy Dana, Vicki Vesco and Chris Busey</b>

**Wednesday, January 16, 2019**

07:45 AM	Breakfast with <b>Phil Poekert, Director, Lastinger Center, COE (at Hampton Inn)</b>
08:30 AM	<b>Prepare for presentation (NRN 2-240)</b>
08:45 AM	<b>Research Presentation: (NRN 2-240)</b> <i>Teacher Education Research for the 21st Century: Preparing Educators and Scholars to Tackle Diversity</i>
09:45 AM	<b>Ester de Jong, Director, STL (NRN 2-290D)</b>
10:45 AM	<b>Search committee meeting (NRN 2-280)</b> <i>(Nancy Dana, Sevan Terzian, Chris Busey, Cynthia Griffin, Tianna Dowie-Chin)</i>
11:45 AM	<b>Meeting with current PhD students hosted by Tianna Dowie-Chin (NRN 2-280)</b>
12:15 PM	<b>Alyson Adams, Assoc. Director for Teaching &amp; Teacher Education (NRN 2-270D)</b>
12:40 PM	<b>Lunch with program area faculty (NRN 2-280)</b>
01:30 PM	<b>Tom Dana, Sr. Associate Dean, Academic Affairs (NRN 2-083A)</b>
02:00 PM	<b>Glenn Good, Dean, College of Education (NRN 2-082A)</b>
02:45 PM	<b>Ana Puig, Research Director, OER, COE (NRN 2-230F)</b>
03:30 PM	<b>Tour of PK Yonge Developmental Research School hosted by Dr. Lynda Hayes</b>
04:15 PM	<b>Chris Busey to transport candidate to Hampton Inn Downtown</b>
06:30 PM	<b>Dinner with Buffy Bondy , Gage Jeter and Rose Pringle</b>

**Thursday, January 17, 2019**

<b>Check out.</b>	
07:45 AM	Breakfast with Nancy Dana (Search Chair) at Hampton Inn
08:30 AM	Dagni Christian to pick up from hotel
08:45 AM	Tour of JJ Finley Elementary school hosted by Dagni Christian
10:00 AM	<b>Real estate tour with Anna Guarino</b>
12:45 PM	<b>Arrive at Gainesville airport</b>
01:48 PM	<b>Depart Gainesville (Delta 3830)</b>

**Notes:**  
Our SCs most often meet candidates at airport, if arriving in GNV.  
Swag, if available, is given at this time or at initial dinner.



Outline Agenda

## Personnel affiliations

- Dr. Alyson Adams, Associate Director for Teaching and Teacher Education, STL, COE  
<https://vimeo.com/283764464/66a702a3a1>
- Dr. Buffy (Elizabeth) Bondy, Professor, TSS program area, STL, COE
- Dr. Christopher Busey, Assistant Professor, TSS program area, STL, COE & Search Committee Member (<https://vimeo.com/275715383/8c3c66e4fc>)
- Ms. Dagni Christian, Teacher Coach & Partnership Coordinator, STL, COE
- Dr. Nancy Dana, Professor, TSS program area, STL, COE & Search Committee Chair  
<https://vimeo.com/289324168/998104b596>
- Dr. Tom Dana, Professor and Sr. Associate Dean of Academic Affairs, COE
- Dr. Ester de Jong, Director, STL, COE  
<https://vimeo.com/297806498/54c8d65b82>
- Ms. Tianna Dowie-Chin, Doctoral candidate, TSS program area, STL, COE & Search Committee Member
- Dr. Glenn Good, Professor and Dean, COE
- Dr. Cynthia Griffin, Professor, Special Education, COE & Search Committee Member
- Ms. Anna Guarino, Realtor, Coldwell Banker MM Parrish
- Dr. Lynda Hayes, Director, P.K. Yonge Developmental Research School, COE
- Dr. Gage Jeter, Clinical Assistant Professor, TSS program area, STL, COE
- Dr. Leela Kumarar, Research Coordinator, STL, COE
- Dr. Phil Poekert, Director, Lastinger Center, COE
- Dr. Ana Puig, Research Director, Office of Educational Research, COE
- Dr. Sevan Terzian, Professor, TSS program area, STL, COE & Search Committee Member
- Dr. Vicki Vesco, Clinical Assistant Professor, TSS program area, STL, COE

## Feedback form

**NAME OF CANDIDATE**  
Candidate for XXXXXXXX position  
**DATE OF INTERVIEW**

Date Form Completed:

What kinds of contact did you have with the candidate?

- Reviewed vita and/or application
- Attended research presentation
- Attended a 30-60 minute meeting with the candidate
- Participated in an informal event (meal, transportation to events)

What are the major strengths of this candidate?

What areas of weakness did you perceive?

What kind of mentoring do you believe this candidate would need to succeed at UF?

What is your overall rating of the candidate?

Outstanding—Don't let candidate get away!	Strong Candidate—Could make a strong contribution at UF	Undecided—I see many strengths but a few weaknesses that give me some concern	Unacceptable
-------------------------------------------	---------------------------------------------------------	-------------------------------------------------------------------------------	--------------

Your role:  Full-time Faculty  Part-time Faculty  
 Graduate Student  Staff  Other

Your name (optional):

Please return the form to the mailbox of XXXXXXXX either in hard copy or electronically  
**(Email of Search Chair)**



## Wrapping up

Dear xxxx,

It was a pleasure meeting you! We hope you enjoyed your visit, had a smooth trip back and all is well at home.

If you have any receipts for incidentals during travel (parking, baggage, shuttle, and the like), please scan and send them to me at the earliest so we can process your travel reimbursement. I do not need receipts for any meal.

If there are no receipts, please let me know so I can wrap up the process here. ☺

Best,



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31

## Onboarding

**From:** Trace Choulet  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Welcome to UF College of Education  
**Date:** Wednesday, February 20, 2021 11:57:20 AM  
**Attachments:** [REDACTED]

Good afternoon Dr. [REDACTED]

The College of Education's Business office would like to welcome you to the College of Education, and the Gator Nation. It is our goal to make your transition as smoothly as possible. The information listed below will assist in ensuring a smooth transition.

**Moving and Return Trip to Gainesville listed in your offer letter – Contact person is Ann Daugherty, 352-273-4127, [adaugherty@coe.ufl.edu](mailto:adaugherty@coe.ufl.edu)**

The University of Florida requires approximately **60-day notice at a minimum for the move. Moving in the summer requires more notice.** When you talk with Ann please be prepared to give her the following information A) The week you would like to move (i.e., the week of July 22-26 (please consider holidays when making your request since they require more notice) B) The address you are moving from C) Your contact name, day time telephone number, and e-mail address for UF Procurement and the moving company to contact you.

Email your original receipts for the expenses incurred on your return trip to Gainesville to Ann, and she will process your reimbursement.

**Transcripts and Completing your hiring paperwork – Contact person is Ellen Young, 352-273-4123, [ellenyoung@ufl.edu](mailto:ellenyoung@ufl.edu)**

You will not be able to enroll for benefits or retirement until your hire paperwork is completed in the system. However, you can visit the University of Florida's Human Resources website <http://hr.ufl.edu/benefits/> to start reviewing the benefits offered by the University and the State of Florida. The website has the current benefits and cost associated with them, but July 1 is the start of our fiscal year and some items might be changing depending on state legislation. Should you have specific questions about your benefits, please contact Human Resources at 352-392-2477 Monday through Friday from 7:30am to 5pm.

The website for retirement information is <https://benefits.hr.ufl.edu/retirement/>. Some of the plans might be changing depending on state legislation.

To learn more about starting your journey as a UF employee and the City of Gainesville, you can visit the Welcome to UF webpage <http://hr.ufl.edu/welcome/> and the Guide to Greater Gainesville <https://guidetogreatergainesville.com>.

**UF Faculty Orientation- Contact person is Mirela Vasconcelos, 352-273-4135, [mvasconcelos@coe.ufl.edu](mailto:mvasconcelos@coe.ufl.edu)**

In late July or early August new faculty are invited to a UF Faculty Orientation.

**Computer and Technology Assistance – Contact person is Trace Choulet, 352-273-4101, [tchoulet@coe.ufl.edu](mailto:tchoulet@coe.ufl.edu), or Rick Tfelt, 352-273-4112, [rftfelt@coe.ufl.edu](mailto:rftfelt@coe.ufl.edu)**  
 Our IT area will be happy to assist you with any of your computing needs.

**STL Office Manager- Contact person is Linda Miley, (352) 273-4240, [lsmiley@coe.ufl.edu](mailto:lsmiley@coe.ufl.edu)**

If you have any questions, please contact me.

Thank you and we look forward to meeting you.

Sincerely,

  
 Ellen Young, **HR Generalist**  
 University of Florida - College of Education  
 150 Norman Hall Gainesville, FL 32611-7041  
 Office 352.273.4123 | Fax 352.392.7199 | [ellenyoung@ufl.edu](mailto:ellenyoung@ufl.edu)

Please note: The University of Florida public records law does not exempt communications to or from UF employees or public records. Therefore, this e-mail communication may be subject to public disclosure. However, this communication may contain information that is legally privileged from unauthorized disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or other use of the contents of this message is prohibited. If you have received this message in error, please notify me.



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32



## Welcome to COE



Friday Update - Message (HTML)

9/31/2019 12:04 PM

Good, Glenn E  
Friday Update

To: COE-L-EVERYONE

**COE Updates**

- Hiring and Faculty Updates** – The College is searching for 18 new faculty this year. Thus far, seven of these searches are fully completed.
  - The **Institute for Advanced Learning Technologies (IALT)** cluster hire search team is trying something new. They have invited nine individuals for the director and IALT faculty positions to campus this coming Sunday through Tuesday. Please welcome them and attend their sessions/events when possible.
- Please join me in welcoming the following new faculty:**
  - Chonika Coleman-King** will be joining the Teachers, Schools, & Society program/STL as an assistant professor. Dr. Coleman-King earned her PhD at the UPenn, and is currently an assistant professor at the U of Tennessee-Knoxville. Chonika's research interests include the development of culturally responsive teachers; urban education; the design and implementation of curricular interventions that promote healthy racial identity development and school success for minoritized students; and the complex interplay between race, class, and immigrant status for Afro-Caribbean children and youth.
  - 
    - Catherine Paolucci** will be joining the Mathematics Education program/STL as an assistant professor. Dr. Paolucci earned her EdD from Teachers College of Columbia University. Catherine is currently an AAAS Science and Technology Policy Fellow with NSF, and is an Affiliate Research Scientist with Worcester Polytechnic Institute. Catherine's research interests support program and policy development for mathematics teacher education, with her recent work focusing on the evaluation and development of teachers' mathematical knowledge and the role of outreach and non-traditional field experiences in teacher preparation.
    - 

9:21 AM 3/29/2021

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33

## Sample Letters For Unsuccessful Candidates

Thank you for your application for the Assistant/Associate professor position in the Teachers, Schools, and Society program area in the College of Education at University of Florida. We received many strong applications for the position and had to make some difficult choices on who we would move forward to the interview phase of the search. I regret to inform you that you were not selected to move forward with this phase of the search at this time.

The search committee enjoyed reviewing your application and learning more about your work. We wish you the very best.

Sincerely,

Dear \_\_\_\_\_,

Thank you for applying for the position of \_\_\_\_\_ in the School of \_\_\_\_\_, job number \_\_\_\_\_ with the University of Florida. We had an exceptionally talented and deep applicant pool. I regret to inform you that you were not selected to move forward to the interview phase of the search at this time.

Should a future position be advertised we would welcome your application. Again, we are pleased that you considered the University of Florida as a prospective employer and look forward to further professional contact and collaboration in the future.

Kind regards,

CXUF

34



## Poll: Rate this session

- Excellent
- Good
- Neutral
- Needs Improvement

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35

**THANK YOU**

**UF** Human Resources  
UNIVERSITY of FLORIDA

**CXUF**  
CONNECTED BY UF

36