

Title: Searching for an Edugator: Skillfully Navigating Faculty Recruitment

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Session Topic:

This session will provide in-depth understanding of all the processes that feed into conducting a successful faculty search. The distribution of duties and the importance of team work is highlighted. The workshop covers the process from the notification of position availability to the welcoming of new faculty hires to town, including links to additional resources.

Session Learning:

- Who does what, and the sequence of events:
 - Dean/ Search Chair/ College HR/ Staff Support
- Details all the processes that are involved:
 - HR duties like position and meeting announcements, advertising, onboarding
 - Search Chair duties like organizing meetings; understanding and following Sunshine Law; keeping records; planning the agenda for interviews; keeping in touch with the candidates and making all effort to recruit the best fit for the position.
 - Administrative Staff Support duties like travel, schedule creation, coordination between all parts of the search activities; fiscal management; reimbursements; correspondence; troubleshooting
- Explaining the intersections of the roles and how it can become seamless to present to the candidate as a single coordinated team.
- Links to extra resources and also details of UF roles needed for execution of duties.

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