

At the University of Florida, each department has its individual process for faculty searches. Below, is a high-level overview of the responsibilities for the Hiring Authority, Committee Chair, Committee and the Administrative Support Personnel.

## Administrative Approval

### ***Role of Hiring Authority:***

- Choose a Search Chair and Committee
- Assign an administrative support person for the search

### ***Role of Committee Chair:***

- Complete the Faculty Search Tutorial

## Pre-Search

### ***Role of Committee Chair:***

- Establish meeting dates for the committee and inform the administrative support person for set-up
- Facilitate the creation of the recruitment plan with the committee
- Communicate recruitment plan with Hiring Authority/Administrative Support

### ***Role of the Committee:***

- Volunteer for specific assignments in the recruitment plan (reaching out to specific contacts that can assist in the search process, identify field-specific publications and professional organizations for advertisement, research current graduates in the field, designate a member to assess depth and variability of pool)
- Determine advertisement strategy
- Establish criteria to evaluate applicants
- Set application review period

### ***Role of the Administrative Support:***

- Set-up search committee meeting rooms
- Verify Search Committee Chair completed Tutorial
- Advise on information needed to post the position in UF job listing

- Enter position in Careers at UF to be advertised

## During Search

### ***Role of Committee Chair:***

- Record recruitment efforts taken by search committee members
- Record evaluative information on the candidates that were selected and the candidates were not selected for first round interviews ( this could mean phone/skype screening)
- Decide the list of candidates that will be screened, the method, and the times and dates of the first-round interviews

### ***Role of the Committee:***

- Reach out to colleagues/contacts that could help reach a broad pool of applicants
- Inform all potential candidates of Florida's Open Meetings and Open Records Law
- Assess the demographics of the pool and determine if additional recruitment is needed
- Evaluate all applicants based on the criteria established during the Pre-Search phase for screening including reference check
- Determine or recommend which candidates will be selected for the first round interviews
- Develop a criteria for first round interviews and on-campus interviews

### ***Role of the Administrative Support:***

- Set-up search committee meeting rooms
- Send search committee reminders for meetings
- Set-up screening meetings with candidates and search committee
- Assist in the planning for first round interview
- Print advertisements in outside sources (Chronicle, Inside Higher Ed, Insight into Diversity)

## Interviews

### ***Role of Committee Chair:***

- Decide the list of candidates that will be screened, the method, and the times and dates of the screening
- Lead first-round interviews
- Provide a copy of search committee questions and criteria to the hiring authority
- Contact candidates selected for on-campus interviews
- Set agenda for on-campus visit and determine assignments for search committee
- Work with Administrative Support to tentatively plan campus visits

### ***Role of the Committee:***

- Participate in first-round interviews
- Evaluate first-round interviewers based on the criteria established in the Search phase
- Provide recommendations for on-campus interviews
- Assist in the planning of on-campus visits by volunteering to escort candidates during their visit
- Develop On-campus visit interview questions
- Evaluate all candidates based on established criteria
- Recommend candidate for the position

### ***Role of the Administrative Support:***

- Set-up search committee meeting rooms for interviews
- Announce campus visits/talks in the appropriate departmental communication channels
- Manage the logistics of on-campus interviews (flight tickets, hotel accommodations, transportation, interview meeting accommodations)

## Offer

### ***Role of Committee Chair:***

- Provide recommendation of the search committee to the hiring authority
- Complete any additional follow-up with the candidates if necessary
- Conduct reference check if not completed
- Provide documentation collected during the search to hiring authority
- Provide information of selected candidate to Administrative Support if needed
- Notify candidates not selected

### ***Role of the Committee:***

- Assist Chair with any additional administrative duties if necessary

### ***Role of the Administrative Support:***

- Dispense candidates in the UF applicant system
- Begin paperwork for candidate hire
- Contact candidate for additional information, if needed

## Post-Search

### ***Role of Hiring Authority:***

- Assist new colleague during his/her transition to UF
- Provide housing/relocation information, if needed
- Assist hiring authority in developing a development plan for new faculty member, if needed

### ***Role of Committee Chair:***

- Assist new colleague during his/her transition to UF
- Provide housing/relocation information, if needed
- Assist hiring authority in developing a development plan for new faculty member, if needed