

## GEORGIA STATE UNIVERSITY FULL-TIME, REGULAR FACULTY RECRUITMENT PROCEDURES

- I. **Obtaining Approval to Search:** Deans/directors determine the need for a new or replacement faculty appointment following consultation and budgetary analysis within the college.
  
- II. **Faculty Vacancy Form (Appendix A):** The college/department completes a Faculty Vacancy Form (FVF) for each new or replacement faculty appointment as determined by the deans/directors ensuring that the rank, tenure status, and salary range are included on the form. It is also recommended that the Position Vacancy Announcement (PVA) obtained from the University System of Georgia Applicant Clearinghouse Form be included on the FVF. The Unit Personnel Coordinator (UPC) reviews the FVF for accuracy and completeness. The UPC obtains the dean's/director's signature and forwards the FVF to the Provost/Vice President for Academic Affairs (PROV/VPAA) for review, approval, and assignment of a log number. The first two digits of the log number will correspond to the fiscal year from which the budgetary funding for the search will be obtained and the last three digits correspond to the order in which received (i.e. 07-001 refers to the first vacancy of the July 1, 2006 to June 30, 2007 budgetary period). The PROV/VPAA returns the original FVF with approval and log number assignment to the UPC, forwards a copy to the Opportunity Development/Diversity Education Planning Office (OD/DEP; formerly Affirmative Action), and maintains a copy on file. The UPC forwards the log number information to the college/department.
  
- III. **Applicant Clearinghouse Forms (Appendix C& I):** The Applicant Clearinghouse form (Appendix C) is a five-part multi-copy form that is obtained from OD/DEP and must be completed by the college/department. The number in the right hand corner is the Position Vacancy Announcement (PVA) number for the search. It is recommended that the associated FVF log number be included on the PVA form. The college/department forwards the original (white) and yellow copy to OD/DEP, retaining the three remaining copies (blue, green, and pink) in the search file until such time that the position is filled or closed. Once the position is filled or closed, the college/department completes the bottom portion of the form (Position Filled Announcement) and forwards the blue and green copies to OD/DEP. The last copy (pink) remains in the search file. The Applicant Clearinghouse form (Appendix I) must also be completed and returned to OD/DEP.
  
- IV. **Search Committee:** Forming a faculty search committee is the responsibility of the college/department recruiting unit. A recruiting unit with 15 or more faculty will have a search committee consisting of at least 5 members; a smaller

recruiting unit shall have a committee consisting of at least 3 members. The recruiting unit may, if it chooses, have a representative from outside the recruiting unit. Recruiting units are encouraged to establish committees with diverse membership, which includes, if possible, members of an underrepresented group and/or protected class, such as women and minorities. All committee members are responsible for promotion of diversity within the college/department. The college/department recruiting unit head or a designee will serve as the committees' compliance resource member. The college/department, following individual college procedures, will keep records on the search committee, including the search committee composition, chair of committee, and the race and gender of each member. [An optional Search Committee Membership and Recruitment Procedures Form (Appendix G) is attached. Colleges/departments may develop their own form/procedure for recording this information.]

- V. **Advertisements** are the responsibility of the college/department conducting the search. There must be at least one advertisement in a print publication. The advertisements must specify rank, qualifications, responsibilities, and the EEO-Affirmative Action statement. It is strongly recommended that a GSU Logo be used when printing a box advertisement. Re-advertisement is required if the search process is changed. Rigorous recruitment procedures are expected for each search to ensure the most diverse pool.
- VI. **Application Materials** will be received by the appropriate recruiting unit search committee or the college/department coordinator. Faculty applications are processed only through the college/department and not through Human Resources. It is recommended that the college/department keep an itemized list of the materials received from each candidate. Each candidate is required to submit a letter of application and a vita. Other information may be requested at the discretion of the college/department. All applications and related materials will be retained by the college/department for at least three years after the search has ended. The candidate will be notified by the college/department upon receipt of their materials. A Confidential Applicant Flow Information form (available from OD/DEP) will also be sent to the applicant to voluntarily complete and mail. Prior to contacting individuals employed by another University System of Georgia institution for the purposes of an interview, colleges/departments must secure authorization through their UPC. The UPC will forward the authorization request to the PROV/VPAA, who will secure the appropriate approvals.
- VII. **Approval of the Interview Pool**: The college/department contacts OD/DEP for a tally of responses to the Confidential Applicant Flow Information form and completes an "Approval of Pool" packet once the closing date for applications has passed and before any on-campus interviews are held. The "Approval of Pool" packet includes the following:

- Affirmative Action Checklist and Approval of Pool form (Appendix D);
- Vita of the candidates selected to be interviewed. (Colleges/departments set their own policies for determination of the candidates selected to be interviewed.)

The “Approval of Pool” packet is forwarded to the UPC, who will check for accuracy and completeness and submit it to the dean/associate dean/director (per college/department policy) for approval. The “Approval of Pool” packet is submitted prior to the first set of on-campus interviews and an amended packet is resubmitted to obtain approval for any subsequent on-campus interviews if a college/department does not specify a deadline for applications (i.e., if it accepts applications until the position is filled). The final pool must consist of at least three candidates. The vita of a candidate(s) from an underutilized group, if one is not identified in the pool of interviewees, must accompany Appendix B. The UPC forwards the packet to OD/DEP for review and approval. OD/DEP will contact the UPC within 48 hours (2 working days) of receiving the packet to approve or to discuss problems that require a delay. Once OD/DEP notifies the UPC by e-mail of approvals, the UPC then retrieves the packet from OD/DEP and notifies the department/college.

VIII. **Screening and Interviewing:** Interviews are conducted following the approval of pool, with every assurance that the University is complying with state, federal, and its own policies on AA/EEO. The college/department unit head or a designee, who functions as the compliance resource member, is responsible for providing the committee members with an overview of appropriate and inappropriate interview procedures. The college/department unit head or a designee will rely on the information provided in workshops that OD/DEP schedules during the year to acquaint faculty with legal and other information relevant to conducting searches. Search committee chairs and unit heads of college/departments that expect to be recruiting should attend one of these workshops. If neither does so, the college/department unit head or the search committee chair must contact OD/DEP to schedule a meeting to be briefed on relevant information. All candidates listed on the Affirmative Action Checklist and Approval of Pool form must be interviewed on campus. Phone interviews are permissible only with prior approval from OD/DEP. The candidates will be interviewed by administrators per college policy. Per college policy, it is possible to hire persons at the assistant professor level pending completion of their highest degrees. Paperwork submitted for approval at both the college and the university level will state the anticipated date for completion of the highest degree and the institution where it will be awarded. It is desirable that the candidate receives their highest degree within their first semester of employment, if not before their appointment date.

IX. **Approval of a Recommended Candidate:** A “For the Record” packet (FTR) will be completed after all candidates from the approved pool have been interviewed or have withdrawn their candidacy and the college has decided on a recommended candidate. The completed FTR packet requires the following approvals in the order listed: dean/associate dean/director, Provost/VPAA, and OD/DEP. OD/DEP e-mails FTR approval notices to the Provost/VPAA and the UPC. The Office of the Provost/VPAA retrieves the packet, makes copies of all originals, returns the originals to the UPC, and retains the copies. The completed FTR packet consists of the following and is to be compiled in the order listed:

- A For the Record (Appendix E) which must include rank, tenure status, race, gender, and expected conferral date of highest degree if not yet completed. (Please see special instructions in the Procedures Manual for tenure upon appointment and endowed chair recommendations.)
- A Recommended Applicant form (Appendix F).
- A dean/director letter of recommendation to the Provost supporting the selection of the candidate based upon a review of credentials, fit within the college/department, goals and objectives for recruitment, along with the thrust and direction of the college.
- In colleges with departmental/school structures, a letter of recommendation to the dean.
- A search committee letter of recommendation detailing recruitment efforts, including a rationale for selection of the candidate over other qualified candidates and an assessment of the candidate’s fit within, and anticipated contribution to, the advancement of the college/department.
- A copy of the approved Affirmative Action Checklist and Approval of Pool form (Appendix D).
- The Affirmative Action Recruitment and Selection Report (Appendix B) includes copies of all advertisements along with the publication’s name and print date.
- Vita of all candidates interviewed. Include a list of all candidates who withdrew.

[Optional: The Recommendation for Faculty Employment form (Appendix H) may be used per college policy. However, it is not to be included in the FTR packet.]

X. **Employment:** Following approval of the recommended applicant by the Provost/VPAA and OD/DEP, the Dean will send a letter to the candidate offering employment and requesting an acceptance in writing. A copy of the offer letter will be sent to the college/department unit head. The candidate will be required to return the following to the UPC:

- Completed and signed Personal Data Form (PDF).
- Original official transcript of highest degree earned that lists date of conferral.

Once the completed personnel forms are received, the UPC will submit an approval request to the Board of Regents (BOR). A copy of the BOR Manage Faculty Events (MFE) Transaction Report (see Human Resources People Soft Procedures Manual for instructions on entering MFE transactions), the original PDF and a copy of the original official transcript (with name, Employee Identification Number (Emplid), Social Security Number (SSN), degree, and date conferred highlighted) will be forwarded to the Provost/VPAA. Once BOR has met and approved the appointment, the Provost/VPAA will notify the UPC. The UPC will then notify the college/department unit head of the approval. The candidate per college/department policy will then be notified.

After an offer of employment has been accepted, all applicants will be notified in writing, as per college/department policy, that a selection has been made. Application materials per college policy of the successful candidate will be forwarded to the college UPC for placement in their personnel file.

XI. **Records:** Search records which include all approvals of recruitment proposals, copies of Affirmative Action compliance data forms, requests to fill academic position forms, and approval to hire forms will be retained by the Dean's Office for three years after search is completed (Records Retention Series G Human Resources – Citation or Reference: 41 C.F.R. 60, 29 C.F.R. 1607). Academic college/departments will be required to retain all applications; curriculum vitae; transcripts; samples of writing or publications; candidate lists; position announcements; position advertisements; position descriptions; Certificate of Eligibilities; interview materials such as schedules, rating sheets, tallies (to be requested from OD/DEP at the completion of the search), screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters for three years after search is completed. The University System of Georgia's retention policy can be found at their website, <http://www.usg.edu/usgweb/busserv/index.phtml>.

Additional faculty recruitment resources are listed below:

- Georgia State University Faculty Handbook – section relating to the faculty hiring policy
- Board of Regents Policy Manual – section relating to personnel
- Opportunity Development/Diversity Education Planning Faculty Hiring Procedures
- Individual College websites for additional college-specific requirements