



# Hire Process Quick Notes

## Faculty Hiring Process for Search Committees

### Step 1:

The department initiates a formal position request to be submitted to [Human Resources/Classification Services](mailto:univofakron_class_srvc@uakron.edu) @ univofakron\_class\_srvc@uakron.edu.

### Step 2:

The Budget Office approves the salary line for the position and informs Human Resources.

### Step 3:

The search committee is formed following the process outlined in the Collective Bargaining Agreement.

- All tenured, TT and NTT faculty are eligible to serve on a search committee and to vote on recommendations and ranking. The search committee must have at least 3 members including a search chair and be at least 60% elected bargaining unit faculty.
- The names of the proposed search committee and search chair are provided to the dean for review, approval, and any additions. The dean forwards the names to OAA.
- Once OAA reviews and approves the names, OAA forwards the names to EEO/AA.
- EEO/AA reviews the names and provides approval of the search committee to OAA, dean and unit chair.
- All members of the search committee must complete the Search Committee training located in Brightspace. An email should be sent to [DDShelp@uakron.edu](mailto:DDShelp@uakron.edu) to request registration to HR Search Committee training for all members of the search committee. Once registered, HR Search Committee Training should display as a tile in My Courses.

### Step 4:

The search committee develops a search plan which must be approved by the faculty in the unit. A search plan template is available on Human Resources; Resources for Hiring Departments page. The search plan must include a list of search committee members and identify the search chair. The search plan will address hiring criteria, the text of the proposed job ad (which must include: rank, disciplinary areas, degrees required, teaching & research expectations, materials to send, start date for the review process, EEO statement and department or university URL), the source of advertising funding and advertising locations. The start date of the review process is 30 days after posting. The posting can be renewed for up to 90 days. If the committee would like a different posting time, they must request and receive permission from EEO.

**Step 5:**

The search plan is provided to the unit chair and then dean for review and approval. Once approved, the Dean's office will forward the search plan to Laurel Rooks at [lrooks@uakron.edu](mailto:lrooks@uakron.edu) for approval by the Office of Academic Affairs, the Equal Employment Opportunity office (EEO) at [EEOCompliance@uakron.edu](mailto:EEOCompliance@uakron.edu) and copy Derek Brown at [djb132@uakron.edu](mailto:djb132@uakron.edu) as the Human Resources Specialist for full-time faculty hiring. EEO/AA will communicate final approval to OAA, the dean, and the unit chair.

**Step 6:**

After the search plan is approved, the search committee provides the search plan to the HPM, who enters the job information into PeopleSoft. The information is automatically routed to the appropriate reviewers for approval. Once the search plan is approved, it cannot be changed.

**Step 7:**

The job is posted. The committee as a whole can begin reviewing and discussing candidate submissions after the review date identified in the posting. Individual committee members can review files as they come in to prepare for the committee discussion; however, committee members cannot discuss these submissions amongst themselves until the stated period has elapsed. Remember, this process is confidential. Individuals who do not meet the minimum criteria should be screened out.

**Step 8:**

The search committee creates a short list of candidates for an initial interview using the criteria established in the search plan. This list, along with the rationale for selection and proposed questions are to be emailed for approval to: the unit chair; the Dean; OAA; and EEO and copy Derek Brown at [djb132@uakron.edu](mailto:djb132@uakron.edu) as the Human Resources Specialist for full-time faculty hiring. **No interviews can be scheduled or held until approved by these offices.**

**Step 9:**

The search committee conducts the initial interviews and selects a short list for on campus interviews. The request for on campus interviews must follow the same process and receive the same approvals as the initial interviews.

**Step 10:**

After interviews, the search committee presents their recommendations to the unit's bargaining unit faculty in a meeting. Minority views are okay. Deliberate on the recommendations. A vote is held by secret ballot on whether to recommend or not recommend the candidates. The vote only requires a simple majority of those present. The candidates are ranked.

**Step 11:**

The search committee provides a summary to the unit chair with the recommendation for or against each candidate. The letter shall contain (i) a tally of the vote and ranking by the academic bargaining unit members, and (ii) a statement for each candidate that provides a rationale for the recommendation or non-recommendation of that candidate, which may include, for example lists of perceived strengths and weaknesses of the candidates."

Note: If hiring at an advanced rank: an additional vote is required and a description of how the candidate meets the rank and/or tenure requirements for that position must be provided.

**Step 12:**

The unit chair reviews and comments on the recommendations and provides that information to the Dean. The Dean reviews and provides comments to OAA who approves the final hiring decision.