

## **College of Sciences Faculty Hiring Process (clarifying SUU Policy 6.38)**

1. Following Provost approval for a faculty search, the department chair sets up a search committee and selects a search committee chair. The committee must consist of at least three faculty members and must include different genders to support SUU's goal of promoting diversity and equity on campus. Including an upper division student on the search committee in an ex officio role is recommended.
2. The department chair, search committee, and dean collaboratively draft a position announcement (including job title, description, responsibilities, and starting date), then submit for posting via the HR Portal. An appropriate salary range will be provided by Human Resources.
3. The search committee chair will arrange for training with Human Resources. All search committee members must participate in the training and must follow Human Resources guidelines. In particular, committee members must rate every applicant independently making reference to the job description.
4. Phone or video interviews will be used to identify an initial set of preferred candidates for additional or on campus interviews. Permission is not needed from the chair or dean to schedule phone or video interviews.
5. During the phone or video interviews, the search committee will obtain permission from the candidate to contact their listed references. After contacting references of preferred candidates, the search committee will identify the individuals they would like to interview on campus. The search committee will receive department chair and dean approval before extending invitations for on-campus interviews.
6. Campus visits will include interviews with the search committee, chair, dean, and Provost, teaching and/or scholarly presentations, a meeting with Human Resources, and a campus tour. Expenses should be kept to a minimum. The Provost's Office will reimburse for up to \$1500 in expenses for each search. This includes expenses related to campus visits; the department is responsible for all costs above \$1500.
7. Following campus interviews, the search committee will provide a ranked list of acceptable candidates to the department chair and dean. The department chair and dean will consult with the search committee if they have questions. After providing the ranked list, the search committee will have no further contact with candidates.
8. After consultation with the Provost, the dean authorizes the department chair to extend a tentative offer to the top candidate within the salary range specified. If the top candidate declines, authorization to extend a tentative offer to another acceptable candidate may be requested. Granting years towards tenure will require approval of the search committee chair, department chair, College P&T chair, and dean. In addition, the Provost must approve hiring at any rank higher than originally advertised.

9. Once a candidate has accepted, the department chair will discuss moving expenses with the candidate. The university will reimburse for moving expenses up to a maximum of \$3000 (with the first \$1000 covered by the college and costs over \$1000 paid by the Provost's Office). The candidate should be informed that moving expenses are considered taxable income.

10. The search committee chair completes the new faculty recommendation form located at the HR Portal with details about the candidate, salary, and moving expenses. After approval at all levels, the candidate will receive a contract.

11. At the close of the search, the department chair will notify other on campus interviewees that they were not selected. The search committee chair will share the reasons other candidates were not selected with Human Resources, and Human Resources will notify those individuals.

**Note:** Emergency hires for non-tenure track positions may be made following recommendation by the department chair, dean, and Provost. Emergency appointments will not exceed one year; continuing an emergency appointment beyond the first year will require a search.

### **Additional Resources**

List of sites that HR automatically posts all jobs to:

- AppCast
- Adzuna
- Career Centric Organic (USA Only)
- CareerJet Organic
- Facebook - Job Groups (Utah)
- Facebook - Jobs on Facebook
- Glassdoor
- Indeed Organic
- Job Inventory
- JobBoost
- JobbyDoo
- JobCase
- JobisJob
- Jooble
- JuJu.com
- LinkedIn Organic

- LinkUp
- Monster Controlled
- MyJobHelper.com
- Neuvo
- Oodle.com
- Recruit.net
- SimplyHired
- Trovit
- Upward.net
- US Jobs (<https://dejobs.org/>)
- ZipRecruiter Organic
- Department of workforce services ([jobs.utah.gov](https://jobs.utah.gov))
- Higher Ed Jobs