

Advertisement

1. All units will use the HR UA Career Track system for posting advertisements. Both the Office of the SBS Dean and the Office of the Provost approve the postings.
 - All positions will be advertised at the beginning assistant professor level meaning that you are encouraged to consider ABDs who will have their dissertations completed by the start date.
 - All ads will include the phrase: “contingent upon the availability of funding.”
 - All advertisements must include language such as: The department is seeking an individual who is able to work with diverse students and colleagues, and who has experience with a variety of teaching methods and curricular perspectives.
 - All units need to make sure to send out the final version of the advertisement. The ad may have changes made to it by the Dean’s Office, Provost’s Office, or Human Resources.
 - Please describe the position as specifically as possible (e.g., include all appointing units, specify scholarly focus) and include a statement on teaching and research excellence.
 - Advertise broadly to reach as wide an audience as possible.
 - HR maintains a list of resources specific to our disciplines to which you can send the job announcement to increase exposure to a larger pool of candidates. Please check the website:
http://www.hr.arizona.edu/01_rec/ads/resources.php

Search Committees

2. Each search committee will be charged by the Office of the SBS Dean. You may consider the information in this memo as a formal charge. You may also request that the Dean or the Associate Dean for Academic Affairs attend a meeting with the search committee at the beginning of the Fall 2004 semester.
3. Please read and require that your search committee members read the Guide to Successful Searches http://www.hr.arizona.edu/01_rec/searches/SearchGuide.pdf. It has an exhaustive checklist for conducting searches and gives substantial amounts of information about the search process.
 - The composition of the membership of the search committee should be as diverse and representative as possible. Please make sure that no member has a potential conflict of interest with the evaluation of potential candidates (e.g., no past or present familial, romantic or sexual relationship with candidates).

Campus Visits

4. **Before** a department notifies candidates that they will be brought to campus for an interview for a tenure eligible or continuing eligible position, the proposed short list of candidates to be invited to campus for interviews, their CVs and letters of recommendation must be submitted by the Head/Director to the Office of the Dean for approval.

5. Please set up a meeting with the Dean and Associate Dean for Academic Affairs to consider the list. Should candidates be invited to campus by your unit prior to decanal level approval, your unit may forfeit financial support for the recruitment and may possibly lose recruitment authorization
6. The SBS Dean and the Associate Dean for Academic Affairs will interview each candidate separately for 30 minutes. Please schedule these as soon as possible. (See SBS Campus Interviews of Faculty Candidates Policy, http://sbs.arizona.edu/College/Category/FacultyStaff/PDF/campus_interviews_fac_candidates.pdf)
7. The Office of the Dean will contribute \$1,500 per position for which your unit has received recruitment authorization to help offset the cost of bringing candidates to the UA campus. We expect that these funds will be used to bring in three candidates. We will not increase the funding to enable you to bring more than three candidates to campus.

Authorization to Extend Offer of Employment

8. The unit head/director must receive authorization from the Dean or Associate Dean for Academic Affairs prior to entering into negotiations with any candidate.
 - Request authorization for specific salary and start up amounts.
 - Provide the Office of the Dean with detailed information about start up requests, including additional space requirements and/or necessary renovations to space.

Negotiation Process

9. After you receive authorization from the Office of the Dean to start negotiations, be clear with the candidate that you cannot make a firm commitment until all aspects of the offer have been authorized by the Office of the Dean. Encourage candidates to articulate all requests during the early stages of negotiation.
10. No offer may be sent to a candidate formally or informally without approval from the Dean or Associate Dean for Academic Affairs. A draft offer must be initialed by the Dean or Associate Dean for Academic Affairs before it is presented to the candidate.
11. The Office of the Dean will conduct negotiations with other deans or vice presidential units to fund the offer.
12. The Office of the Dean will prepare and route commitment sheets for all approved aspects of the offer.
13. The Office of the Dean will route all the paperwork and conduct follow up with the Office of the Provost. If you have any questions during this stage, please contact the Associate Dean for Academic Affairs.

Thank you very much for your help with the recruitment process. We wish you a most successful recruiting season!