

CPHHS Faculty Search Process (Professorial Faculty) adopted 01-27-2023

The following guidance is intended to support equitable and successful faculty searches in CPHHS. For some faculty positions, such as Professors of Practice in Extension, there may be other rules that must be considered.

The unit head (school head or other appropriate person based on position to be hired), in consultation with the dean, will constitute a Search Advisory Committee (SAC). The purpose of the SAC is to coordinate a successful search process, and advise the unit head about the suitability of candidates.

Composition of the SAC:

- The SAC should include faculty from the program where the faculty position resides AND faculty outside the program including at least one person from outside the college.
- Typical composition should consist of at least 4 members (including a student where appropriate).
- The SAC should include a search advocate who is not from the hiring program, and preferably from outside the college.
- Each SAC should include an administrative assistant to help organize meetings/interviews.
- The chair of the SAC will be appointed by the unit head. Ideally the chair of the SAC would be a trained search advocate, but will not serve as the search advocate.
- The hiring authority cannot serve on the SAC.

Responsibilities:

- The SAC will review the PD (drafted by the unit head with input from the faculty in the program) to finalize. Ideally this occurs before it is approved by HR.
- The SAC, with input from program faculty, will propose an advertising strategy to the unit head.
- The unit head submits the PD to Class and Compensation in HR for review and approval, and then ensures the approved PD along with a completed posting detail template (if it was not provided to Class and Compensation) is sent to Recruitment in HR.
- The unit head will attend the first meeting of the SAC to give them their charge and timeline.
- The SAC will develop a screening criteria matrix and interview questions consistent with the required/preferred qualifications outlined in the profile and finalize the applicant review process. A typical process may include:
 - The SAC selects applicants that meet required qualifications for a phone/zoom interview.
 - The SAC recommends to the unit head an unranked list of finalists (ideally 3-4) to be invited to interview, including the completed screening criteria matrix and a summary of strengths and weaknesses.
 - Finalists are invited for a full interview (hopefully in person). The SAC and a wide range of internal and external stakeholders are engaged, and broad feedback sought via a survey.
 - The SAC members review feedback, and, again, provide the unit head with an unranked written summary assessment of finalists' strengths and weaknesses. The unit head will also have the opportunity to review the raw survey feedback.
 - The unit head will meet with the SAC to review their summary, ask questions, and give every SAC member the opportunity to express any dissenting opinion.

Final decision: The unit head may complete reference checks personally or choose to delegate some or all of them to members of the SAC. The unit head will assume the lead role in reviewing reference results and securing additional references. Based on all the information, the unit head will communicate with the top candidate; and engage in negotiations with the goal of hiring a highly qualified and acceptable candidate.