

OVERVIEW OF THE FACULTY SEARCH PROCESS

One of the overarching goals of our college is to create a community of scholars of the highest quality that capitalizes on diversity as a resource for education, service, research, and clinical care. When we consciously consider fairness, equity, and inclusiveness, we will create an environment that will be engaging and fulfilling for all of us – an environment that positively impacts on productivity and retention.

Each one of us in the College of Health Professions is important in creating a work climate that not only values quality and diversity, but also views it as a distinct advantage in preparing our students for the health care professions they will enter and lead.

The following is a step-by-step overview of the faculty hiring process. An additional resource to be consulted is "[Effective Faculty Hiring Practices](#)" – A faculty recruitment guide provided by the UAMS Division of Diversity, Equity and Inclusion.

The process consists of several steps that must be coordinated so that the search can be efficient and effective:

1. Develop the Position Description

Once a draft of the position description is completed, it must be sent to the associate dean for administration for review by the Dean's office. If you need a blank position description template and/or an example of a recent position description, please contact the associate dean for administration.

2. Post the Position / Recruit

The dean's office will post the position through HR. It will appear in UAMS Jobs and the CHP website. You will want to consider additional ways to communicate the open position. Potential sources include professional publications, association web sites, appropriate social media, direct recruitment of an individual, and dissemination at professional meetings/conferences. You are also highly encouraged to seek out sources that will reach minority professionals in your academic discipline.

3. Assemble a Search Committee and Appoint a Chair

The program may determine if they would like external members from other UAMS departments/divisions to be part of the committee.

4. Review Applications

Until search committee members reach agreement on the finalists, special care should be taken to safeguard confidentiality and to protect the names of each candidate.

A. Initial screening of applications based on the advertised qualifications.

- o An applicant who fails to meet the advertised qualifications will be notified through an auto-generated email from HR that they are not a candidate for the position

B. Initial interview of qualified candidates by phone or video

C. In-person interviews

- o Prior to offering a candidate an on-campus interview, seek permission to contact references.
- o Check references and verify credentials prior to initiating the on-campus visit.
- o If references are favorable, schedule on-campus interview.
- o As a matter of professional courtesy, advise candidates when their applications materials will circulate to others outside the search committee.

5. **Interview**
 - A. Establish interview date(s) – coordinated with those involved in the interview process to include the dean's office staff
 - B. Arrange travel, lodging, ground transportation, meals
 - C. Develop the interview itinerary that includes the dean's office team in the interviewing process.
 - D. Send an Outlook Calendar invitation with the itinerary, position description and candidate's CV to those involved in the interviewing process.
 - E. Devise questions based on the job-related criteria by which all candidates will be evaluated. These should be agreed upon by the committee, and all candidates should be asked the same questions.
 - F. Construct or adapt standardized evaluation instruments, as indicated. Each person involved in the interviewing process should be offered the opportunity to complete the designated evaluation(s). Evaluations may include, but are not limited to,
 - o initial phone or video interviews
 - o teaching and/r research presentations
 - o overall candidate evaluation
 - o other
6. **Resumes, Notes and Evaluation Sheets**

Retain notes and evaluation sheets for each interviewed candidate in a candidate file for three years. Documentation should include but not limited to the candidate resume, interview questions with candidate answers, candidate's evaluation score card, and a comparison grid with each interviewed candidate's ratings.
7. **Make a Recommendation**

The search committee should assess and document the strengths, weaknesses and "fit" of each finalist to determine which candidate(s), if any, to recommend to the dean. The written assessment and rationale for the candidate being recommended should accompany the hiring recommendation that is forwarded to the dean.
8. **Make the Tentative Offer**

You will need to obtain approval from the dean to extend a tentative offer to the selected candidate. Negotiated factors may include salary, rank, moving expenses, research startup packages, and any other contingencies (visa documents, equipment needs, clinical practice, etc.). The dean will issue a written letter of offer to the candidate.
9. **Notify Candidates Interviewed but Not Selected for Hire**

After the selected candidate has accepted the position, contact candidates who were interviewed but not selected for hired. You may do this through an email.

It was a great pleasure to meet you during your recent visit to the University of Arkansas for Medical Sciences and your interview for the position of [position] in the Department of [position]. After an intensive and difficult review of a number of highly qualified semi-finalists such as you, the department has extended an offer to another candidate and that person has accepted the position.

My colleagues and I sincerely appreciate your interest in the University of Arkansas for Medical Sciences, which you have demonstrated through your candidacy for this position. We extend our best wishes for a successful and rewarding career.

Sincerely,

Department Chair / Program Director