

University Libraries Faculty Hiring Procedures

These procedures outline the necessary steps of a typical faculty search.

Search Committees play an important role in filling vacant faculty positions. The utmost confidentiality must be maintained throughout the search process respecting the privacy rights of all applicants.

All applications for vacant positions must be submitted online and reviewed via <http://www.workforum.memphis.edu> during the process.

General Guidelines and Procedures

1. When a vacancy occurs in a faculty position, the Department Head notifies the Dean through a written statement of the need to refill or relinquish the position.
2. The Dean reviews and updates the requirements and expectations of the position.
3. If the Dean decides to refill the position, a *Request to Fill* action through WORKforUM will be submitted by the University Libraries (UL) Administrative Associate to the Office of Academic Affairs. Once this action is approved by the Provost and the Office of Institutional Equity (OIE), the position can be posted and advertised.
4. The Dean appoints a Search Committee and names the chair.
 - The chair of the committee will be a faculty member.
 - The Search Committee may include both faculty and staff.
5. The UL Administration Office posts the position in appropriate print and/or electronic sources. All faculty and staff are encouraged to post appropriate notices in lists, communications, and services. Notice of posting should be reported to UL Administrative Associate for reporting purposes.
6. The UL Administrative Associate provides WORKforUM login information to Search Committee members.

Timeline for Search Committee

1. As soon as possible after the position has closed or has a viable applicant pool, the Search Committee should meet and review applicants.
 - If the position has a firm closing date, the Search Committee may evaluate all applicants and submit a summary spreadsheet to the UL Administrative Associate after the closing date, indicating which applicants they would like to remotely interview.
 - If the position does not have a firm closing date, but indicates a “review to begin date”, the Search Committee may submit a summary spreadsheet on available applicants in the pool and indicate applicants they would like to

- remotely interview. The Search Committee must continue to review new applicants to the position pool.
- The Search Committee should eliminate applicants who do not meet the minimum qualifications listed in the Job Summary as posted on WORKforUM or who have provided incomplete applications.
 - The Search Committee compiles a set of questions to be asked of all candidates.
 - Internal applicants must be evaluated and treated in the same manner as that of the external applicants. They may not participate in the interviews or related activities of other candidates.
2. Not later than two weeks after the closing date the Search Committee provides a summary report to the Dean and UL Administrative Associate evaluating the applicants who were remotely interviewed and indicating which applicants they recommend for on-campus interviews.
 - The use of any technology dependent method or software, including video or voice only, must be consistently applied to all candidates.
 3. Once on-campus interviews have been approved by the Dean, the Provost Office, and the Office of Institutional Equity, the Search Committee should check references for the candidates.
 - The Search Committee may decide whether letters of references will be requested or if references will be checked by remote interview. A minimum of 3 references is required. All reference questions should be the same for each candidate, and include the relationship to the candidate and how the reference has known him/her.
 - A written summary of reference calls should be submitted to the Dean and the UL Administrative Associate before invitations are sent for on campus interviews.
 4. Next, the Search Committee Chair and the UL Administrative Associate work together to coordinate dates and itineraries for the candidates' on-campus interviews. A minimum of two applicants should be interviewed for each vacancy. These interviews should begin within 3-4 weeks of the closing date or after the "review begins" date as applicable.
 - The Search Committee recommends to the Dean possible topics for the presentation required by candidates during their on campus interview. The Search Committee Chair provides candidates with the approved topic for their presentation two weeks prior to their on-campus interview.
 - The UL Administrative Associate coordinates the posting of the candidates' credentials and interview schedules on the Libraries website.
 - When appropriate, individuals and/or groups outside of the Libraries should be invited to participate in the interview process and offer feedback.
 - The presentation by each candidate will be recorded for internal use and review. The resulting electronic files will be deleted at the end of the search.
 - The Search Committee will collect feedback on the candidates.

For a position that is posted to “remain open until filled,” the Search Committee must continue the above procedure (items 1 – 4) until a successful candidate is found. The Dean then requests that the posting be closed.

5. Not more than two weeks after all on-campus interviews have been completed, the Search Committee submits a final summary report to the Dean and the UL Administrative Associate that enumerates the strengths and weaknesses of each of the candidates given on-campus interviews, and incorporates feedback from participants and other relevant input. This report should not include a hiring recommendation for any one candidate, but should contain a statement for each candidate that indicates whether the committee feels that he/she would be able to successfully fulfill the responsibilities of the position.

Completing the Search

When on-campus interviews are completed and the necessary reports submitted, the Dean selects the candidate who best meets the needs of UL. The UL Administrative Associate completes the necessary paperwork to obtain the required approvals and sends an offer letter from the Dean to the selected candidate. Only when the new faculty member has returned his/her signed contract, other pertinent employment approvals are received, and the faculty member is “seated” by the Provost Office, will the Dean retire the Search Committee and make an announcement to UL and professional literature about the appointment of the candidate.

The UL Administrative Associate will coordinate the preparation of an office, necessary computer hardware and software, orientation to UL, development of a personnel file, and the sending of pertinent employee information to appropriate Libraries departments for the new faculty member.

General Duties

Search Committee Chair

Schedule Search Committee meetings

Complete and submit all summary reports

Coordinate interview dates with candidates and committee

Notify candidate of approved presentation topic two weeks prior to on-campus interview

Coordinate lunch and dinner attendees for candidate interviews

- Lunch participation is paid for the candidate, at least one committee member (who handles the payment voucher) and no more than four other library faculty or staff.

- Dinner reimbursement is limited to the candidate, the committee member who pays (and who will be reimbursed), and not more than two other library faculty or staff. No alcohol expenses can appear on the fully itemized meal receipt. Others may attend or participate in the meal events at personal expense and with the approval/consent of the chair.

UL Administrative Associate/Office

Initiate and complete search actions in Workforum

Send information packet to candidates for on-campus interviews

Submit posting information for advertising

Produce and maintain all reports and communications with the Provost Office, Academic Affairs, OIE, and Human Resources as required.

Provide candidate information to Systems Department for posting to UL website.

Send Outlook invitations for candidate presentations and other events

Make reservations for candidate lunches at the Medallion Restaurant, Holiday Inn Campus

Schedule use of conference rooms 205 and 224 as needed

Schedule use of classrooms 225 and 226 as needed

Provide Meal Reimbursement forms for candidate lunches

Business Officer

Coordinate travel arrangements with the candidate

Process reimbursements to the candidate and committee as needed

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