



Faculty Search Process Tenure-track Positions

Rev. July 12, 2023

Step I

Spring Semester of Prior Academic Year and subsequent Summer

- Departments receive a note from the Dean's Office with a deadline to submit requests for faculty positions.
- Departments submit requests by filling out the "Request for Faculty Position and Search Space" forms (available on the College website) with a brief justification, requested salary range, and designation of office/laboratory space for each position requested. Please note that unless the department can identify sufficient space for the position, the request will be denied. However, the College will be open to considering interdisciplinary requests in which the most appropriate space may be outside of the department.
- Dean and Senior Associate Deans review the requests.
- Dean's Office informs Department Chairs of approved position(s).
- Department selects a Search Committee Chair and members. **Diverse representation must be a key consideration when forming the committee. If appropriate, the department should include a member of another department or program that addresses a research area close to that of the desired candidate's; or perhaps a faculty member from another college/or school with a convergent research area.**
- Department submits the names of the Search Committee members to the Dean's office for approval.
- Search Committee meets to discuss faculty search selection criteria.
- Department, in collaboration with the Search Committee and in conversation with the office of the Dean, prepares final advertisement for the approved position. Such advertisement will require a document in which candidates will explain their commitment to diversity and another in which they detail their pedagogical approaches. To promote diversity among applicants, the Committee and Department should take care not to frame the advertisement with excessive specificity as to area of need. Additionally, the Committee and the Department need to give consideration to processes and actions that will ensure the diversity of the application pool. Many times, this will involve contacting colleagues at other institutions to highlight the open faculty positions.
- The following statement should be included in all ads posted in outside recruitment sources: **The University of Miami is an Equal Opportunity Employer - Females/Minorities/Protected Veterans/Individuals with Disabilities are encouraged to apply. Applicants and employees are protected from discrimination based on certain categories protected by Federal law. Click [here](#) for additional information.**
- Department generates a Workday document (i.e., Job Requisition).
- Workday document goes to College Budget office for review and approval.
- A&S Faculty Affairs Office receives the Workday document. Reviews all aspects of the document for accuracy and provides guidance on University/College policy to the department as needed/required.

- Senior Associate Dean for Faculty Affairs and College Diversity reviews and approves the document.
- Document passes through the University approval loop (Dean's Office, UM Faculty Affairs, Provost's Office, Sponsored Programs-as necessary).
- The job advertisement is posted on the UM career website and any other media selected by the department; department also solicits nominations from other institutions and colleagues to broaden the pool of qualified, diverse applicants. The position may be advertised in at least one print medium appropriate to the discipline. In lieu of a print ad, an online ad in an appropriate outlet (e.g., *The Chronicle of Higher Ed's* job advertisement website or some other discipline-specific jobsite) that remains posted for 30 consecutive calendar days or more will suffice.

Step II

Academic Year of the Search

- Department receives applications and/or recruits at professional conferences. The Department should consider advertising broadly to ensure a diverse pool of applicants.
- Search Committee meets to review applications and/or assess results of conference interviews.
- Once the Search Committee reviews the applications in Workday and determines that the candidate pool is appropriate in size and diverse in composition, it notifies the Department Sr. Staff to submit the candidate pool in Workday for review by the Dean/Sr. Associate Dean for Faculty Affairs and College Diversity. **This step shall be submitted before the interview stage.** When reviewing the pool submitted, if the Dean/Sr. Associate Dean for Faculty Affairs and College Diversity is satisfied, he/she will approve the candidate pool in Workday. Conversely, if the Dean/Sr. Associate Dean for Faculty Affairs and College Diversity is not satisfied, he/she will communicate, outside of Workday, with the Dept. Chair and/or Search Committee so that the concerns can be addressed before approving the candidate pool in Workday. **Only after the pool is approved in Workday will the Search Committee proceed to interviews.**
- The Search Committee may elect to conduct preliminary interviews with selected applicants, doing so at conferences hosted by professional societies and/or by telephone, video conferencing, etc. When such preliminary interviews are held, the search committee should seek to interview broadly.
- Search Committee and the Department Chair select at least the top 8 candidates and forward a prioritized list of candidates to the Dean. The list of semi-finalists must be diverse for the search to continue. Department prepares one to two paragraphs describing the qualifications of each of the top 8 candidates and how they measure up on the selection criteria, making sure to address the issue of diversity (as compared to the other qualified applicants in the candidate pool). These materials, along with the candidates' vitae and at least three letters of recommendation (if part of the requested application packet), should be forwarded to the Dean. Department should have in place a mechanism to evaluate the teaching ability of the candidate. Comments about this evaluation should be added to the department's recommendation to the Dean.
- The Dean discusses with the Department Chair the diversity of the proposed top 8 candidates, evaluates credentials, and agrees on the number of candidates to bring to campus (whether in person or virtually).
- **Department requests interview dates from the Dean's Office before inviting candidates to campus.**
- Department invites no fewer than 3 candidates to campus and prepares an interview schedule including an appointment with the appropriate Senior Associate Dean and/or, in the case of senior appointments, with the Dean (copy sent to Dean's Office). In the lab sciences, the Chair should request an estimate of start-up costs at the time of the on campus interview or in the week immediately following.
- The list of finalists must be diverse for the search to continue.
- As part of the campus interview, Department will evaluate each candidate's ability to be an effective teacher.

- Please refer to the Faculty Manual for appropriate departmental search procedures and eligible voting faculty/participants. All regular faculty are allowed to vote on new appointments, and must be given the opportunity to review relevant materials, interview candidates, and attend candidates' presentations.

Step III

Spring term (typically) of the Academic Year of the Search

- Following a vote of the faculty, the Department Chair should consult with the appropriate Senior Associate Dean or the Dean regarding the selection of the candidate and the possible terms/parameters of the offer.
- Department sends one to two paragraphs to the Dean about each interviewed candidate. This document discusses the issues that influenced the committee's decision to recommend the final candidate(s), and specifically addresses the issue of diversity. If possible, the department in addition delineates the committee's plans and recommendation pertaining to a second-choice candidate.
- Upon receiving approval from the appropriate Senior Associate Dean/Dean, the Chair then contacts the candidate by phone or email to discuss the prospect of an offer and the possible terms. Chairs should be careful to ensure the candidate understands that these are preliminary negotiations and that they will be "recommending" an appointment and specific terms to the Dean before an official formal offer can be tendered. It is useful to follow up this discussion with an e-mail (copied to the relevant Senior Associate Dean/Dean) summarizing the conversation.
- When negotiations have reached the point that an official offer is appropriate, the Department Chair must send a written request to the appropriate Senior Associate Dean, that is, the Senior Associate Dean for Faculty Affairs and College Diversity, and the Dean that confirms the proposed salary, start-up requirements, and any other special terms.
- Department submits the "Offer Compensation" step in Workday, which is routed to several approvers, including the Vice Provost for Faculty Affairs. In the event that the proposed salary is outside of the previously approved range, please provide a waiver of salary justification memo to the A&S Sr. Associate Dean for Faculty Affairs and College Diversity identifying and justifying the discrepancy.
- The A&S Faculty Affairs Office prepares the offer letter to the candidate for review by the Senior Associate Dean for Faculty Affairs and College Diversity, and for the Dean's signature.
- A&S Faculty Affairs will send the offer letter to the candidate of choice once the offer draft, waiver (if any), and the "Offer Compensation" step in Workday are fully approved.
- Offer letters are sent via email to the candidate with copy to the Department Chair and Department Sr. Staff.
- After the offer has been accepted, the Department Chair or the Search Committee Chair (Department Chair may assign this role to the Search Committee Chair) informs applicants (those who were granted an interview) of the outcome of the search. **Please know that once the chosen candidate accepts the offer, the position will be closed in Workday and an automatic notification will go out to all applicants saying that the position has been filled.**

For information or guidance with the Faculty eRecruiting and the Workday process, please contact your Department Sr. Staff.

Refer also to the Regular Faculty Recruitment Fiscal Policies.