Faculty Search Process
Tenure-track Positions

Rev. March 21, 2018

Step I
Spring Semester of Prior Academic Year and following 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 demonstrate sufficient space for the position, the request will be denied. However, the College will be open to consider 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 should 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 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. 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.
- The following statement should be included in all ads: 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.
- Department generates a Workday document.
- 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.
Finalized Workday document goes to College Budget office for review and approval.
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 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.
- Search Committee meets to review applications and/or assess results of conference 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. 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. These materials, along with the candidates' vitae and at least three letters of recommendation, 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 size and diversity of the pool of candidates, evaluates credentials, and agrees on the number of candidates to bring to campus.
- 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.
- 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 hires, 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, the Senior Associate Dean for Faculty Affairs, and the Dean that confirms the proposed salary, start-up requirements, and any other special terms.

- Department submits the "Offer Compensation" step in Workday. Please know that this stage is replacing the PAS35 form and it will be 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 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 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 and overnight mail to the candidate. The Department Chair also receives a copy of the offer letter.

- 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.

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.