Faculty Search Process for Possible Tenure-Track Positions

Only for AY20-21 Target of Opportunity Searches

Step I

- Department Chairs receive a note from the Dean's Office with a deadline to submit requests for faculty searches.
- Departments submit requests by providing a brief proposal, which shall include information explaining how the request for the search fits within the Target of Opportunity framework approved for the AY20-21 searches.

We define Target of Opportunity appointments as follows:
- Faculty who would bring visibility, renown, and additional impact to our departments (e.g., members of National Academies, MacArthur fellows, Guggenheim recipients);
- Faculty who would add to the long-standing goal of increasing diversity across all departments within the College;
- We are also looking to appoint faculty in the humanities and social sciences disciplines whose intellectual and pedagogical expertise engages race. These appointments will help build UM and the College into an internationally recognized incubator for new, high impact ideas on how race intersects with other meaningful issues such as gender, housing insecurity, climate change, ethnobiology, demography, technology, migration patterns, and health outcomes to name but a few.

- The Dean will appoint a College-wide Search Committee (“Search Committee”) of distinguished faculty to review the proposals. This Search Committee will also, later in the process, review applications and advise the Dean and the Department on candidates.
- Search Committee and the Sr. Associate Dean for Faculty Affairs will discuss faculty search selection criteria and prepare final advertisement for the cluster search.
- A&S Faculty Affairs generates one Workday document.
- The Workday document is routed through an approval loop, which includes University Faculty Affairs.
- Once the Workday document is approved, the job advertisement is posted in the UM career’s website and any other recruitment source(s) approved. The search 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 Education’s job advertisement website or some other discipline-specific jobsite) that remains posted for 30 consecutive calendar days or more will suffice.
Dean's Office informs Department Chairs of the outcome of their proposal. Departments with authorization to seek applicants should follow the procedures listed below.

Department may select a Departmental Advisory Committee (“Advisory Committee”). Diverse representation should be a key consideration when forming said 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.

Alternatively, the entire Department might be involved in the process.

Department submits the names of the Advisory Committee Chair and members to the Dean's Office for approval.

Departments may choose to prepare an ad that is specific to their discipline to be placed in an appropriate outside recruitment source. Said ad shall be submitted for approval to the Sr. Associate Dean for Faculty Affairs before being posted. When submitting the ad text for approval, the Department Chair/Advisory Committee shall include the proposed outside recruitment source and proposed advertising budget. The following statement should be included in all ads posted in outside recruitment sources (e.g., The Chronicle of Higher Education): The University of Miami is an Equal Opportunity Employer - Women/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.

Step II
Academic Year of the Search

Department Chair/Advisory Committee seeks applicants and forwards to the Search Committee, via the Sr. Associate Dean for Faculty Affairs, the application materials for review; at a minimum, this materials should include a CV, teaching, research, and diversity statements, and the names of at least three references.

Search Committee meets to review application materials.

Search Committee and the Dean authorize formal consideration of prospective candidate(s) and informs the pertinent Department Chair so that he/she can proceed, in conjunction with the Advisory Committee (if any), with the interview(s), which are to be conducted virtually. The Department Chair/Advisory Committee shall invite at least one member of the Search Committee to participate.

Please know that before conducting interviews, the authorized candidate(s) must apply via the UM Careers website.

Departments will determine when in the process they will reach out to the scholars, whose names candidates have put forth as letter writers, soliciting their view of the candidate.

Because candidates from several departments are being considered through the cluster search and compete with each other for the available positions, the Search Committee may authorize departments to consider a single candidate.

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 Chair sends one to two paragraphs to the Dean about each interviewed candidate. This document discusses the issues that influenced the decision to recommend the final candidate(s). The Search Committee will also review this document and advise the Dean.
- Upon receiving approval from the appropriate Senior Associate Dean/Dean, the Department 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 shall send a written email request to the Senior Associate Dean for Faculty Affairs and the Dean, confirming the proposed salary, start-up requirements, and any other special terms.
- The Department Sr. Staff should (1) submit a Job Requisition in Workday\(^1\) to create the position, (2) add the chosen candidate to the pipeline, and (3) submit 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, the Department Chair shall provide a waiver of salary justification memo to the 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 A&S Budget Office, 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 Advisory Committee Chair (if the Chair has assigned this role to the Advisory Committee Chair) informs the applicants 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.

\(^1\) This Job Requisition should be coded as “waiver of posting” and it should be linked to the Evergreen Job Requisition previously created by A&S Faculty Affairs. If your Sr. Staff has questions about this portion of the process, please have he/she contact Nadieska Gonzalez directly at nadieska@miami.edu.