FACULTY SEARCH PROCESS  
(SUGGESTED CHECK LIST)

NOTE: In the event that you would like to request a waiver of the search process for an individual who is a principal investigator or co-principal investigator, please proceed as follows: Forward a written request to the AAEOD and HR Offices (i.e., Roxanne Gomes and Laura Kenerson, respectively), explaining the nature of the grant work, and specifying the name(s) of the individual(s) identified in the grant as the PI or Co-PI. Please attach the following to your request: copies of the pages from the approved grant proposal confirming the name(s) of the PI and/or Co-PI; a copy of the HR-approved job description; the individual’s resume. HR will be responsible for requesting approval from the appropriate union.

It is recommended that you visit: http://web.uri.edu/affirmativeaction/search-process/ to view the AAEOD Search Process Guidelines.

___ Department notifies the Dean of the need to fill a position.

___ The Dean forwards a written request to the Provost or Vice Provost for authorization to begin the search.

___ Once the Provost’s Office has authorized filling the position, a Request to Fill Form (RF1) for positions that are funded in whole or in part by Fund 100, 102, 104 must be initiated. RF1 is available at http://web.uri.edu/budget/forms/. If this is a new position, or a vacant position that needs to be extended, a Position Action Form (PAF) (formerly USP-1) must also be initiated at this time. (Please note that the Position Action Form (PAF) is not necessary for state-funded Ad Hoc Lecturer positions, which are covered under the blanket Position Action Form generated by the Budget Office.) Should you have questions regarding the blanket Position Action Form, please contact the Budget Office.

___ The Position Action Form (PAF) (if necessary) and the RF1 Form (if necessary --- see above) are completed by the search chair and circulated for appropriate signatures.

___ For positions requiring a Request to Fill Form (i.e., positions that are funded in part or whole by Fund 100), HR will notify the department when the RF1 Form has been approved.

___ The search chair will need to set up a user account by going to https://jobs.uri.edu/hr. Please note: If you have served as a search chair since 2009, and have a user account, then it is not necessary to create a new account.

___ The Search Chair forwards the following information to Dr. Fernando Guzman, Director of Recruitment and Retention for Diverse Faculty and Staff (fguzman@uri.edu) the position description; the desired effective date of the appointment; whether position is academic calendar year; whether the position is tenure track. Once position description is final/approved by Dr. Fernando Guzman, please contact Gail Henriques, HR (Faculty Recruitment) to request the search process, and provide the approved position description; search committee members’ names; the required documents to be submitted by each applicant (e.g., cover letter, cv; etc., list of the advertising outlets).

___ Upon receipt of the information requested above, and the approved RF1 and PAF, HR will create the electronic Job Posting and, upon completion, will email the Search Chair that the posting is available for view by email attachment.

___ Once the Search Chair confirms that the Job Posting is correct, the Posting will be routed for approval electronically to Affirmative Action Office.

___ The HR Office will notify the Search Chair after the AAEOD review has approved the Posting. The date by which applicants must post their resumes will be determined in consultation with the Search Chair, if electing to have the application period open until position is filled or a defined closing date. (Open until position is filled no longer requires Affirmative Action approval).
Search Committee members will be assigned a Guest User # and password to enable them to view the resumes online. The Guest User # and password will be unique to each search, and permit viewing of applicants for that particular position only. (HR will provide the Search Chair with the Guest User information for the committee members.)

HR will then place only paid ads in the authorized outlets, and the search committee will place announcements for which they are responsible (e.g., free website/listserv).

All ads, postings, announcements will direct applicants to the appropriate Web address to apply electronically (https://jobs.uri.edu).

In the event that resumes go directly to the Search Chair, including those submitted at conferences, it is the Search Chair’s responsibility to advise these applicants to apply online.

Upon completion of her/his online application, each applicant will receive an immediate electronic acknowledgement.

The search committee completes the review of applications/resumes, and the Search Chair indicates online which of the applicants the committee wishes to interview. For applicants not selected for interview, the Search Chair indicates “not interviewed/not hired” and uses the “drop down” list to choose and enter a specific non-select reason. (Please refer to the attached list).

The Search Chair then emails the Affirmative Action Office reviewer referencing the title of the position and the Job Posting #, asking permission to interview. Please keep the Dean informed and include the Dean and Gail Henriques in the email.

NOTE: OFFICE OF THE PROVOST WILL BE RESPONSIBLE FOR DISBURSING FUNDS CONSISTENT WITH UNIVERSITY TRAVEL POLICIES FOR TRAVEL EXPENSES FOR CANDIDATES FOR FULL-TIME, TENURE-TRACK, FACULTY POSITIONS. (HR WILL NO LONGER PROVIDE CANDIDATE TRAVEL FUNDING.)

When interviews have been concluded, the search chair will indicate the select/non-select reasons online (https://jobs.uri.edu/hr) and notify the Affirmative Action Office of the recommendation for hire to request approval. Please include (cc:) Gail Henriques in the emails.

The AAEOD Office and Provost’s Office must approve the selection before an offer of employment is made. Salary must be approved by the Provost’s Office.

NOTE: It is important to notify the AAEOD Office and cc: Gail Henriques –ghenriques@uri.edu as to whether the candidate accepts or declines the offer, or if the search has failed, or is cancelled.

As soon as the department is in receipt of a signed offer letter, an Employee Action Form (EAF) (formerly the USP2) should be initiated. (Note: please indicate the job posting number SF# in the comments section on the EAF). A copy of the letter of offer should be attached.

Once HR (Leslie Pojda) is in receipt of a signed offer letter, a “New Employee Packet” will be forwarded to the individual. An appointment will also be scheduled to meet with the individual to complete the required paperwork and to discuss benefits.

Once the HR Office (Leslie Pojda) receives the fully approved Employee Action Form, HR will close the search online resulting in system –generated emails being sent to all applicants not selected for the position. It is the search committee’s responsibility to notify candidates who were interviewed but not selected for the position, although they will also receive the system-generated email.

6/2017
APPLICANT STATUS NON-SELECT REASONS

(THE FOLLOWING NON-SELECT REASONS ARE USED FOR FACULTY/PROFESSIONAL STAFF POSITIONS)

Lacks/weak in required qualification #1
Lacks/weak in required qualification #2
Lacks/weak in required qualification #3
Lacks/weak in required qualification #4
Lacks/weak in required qualification #5
Lacks/weak in required qualification #6
Lacks/weak in required qualification #7
Lacks/weak in required qualification #8
Lacks/weak in required qualification #9
Lacks/weak in required qualification #10
Lacks/weak in required qualification #11
Lacks/weak in required qualification #12
Lacks/weak in required qualification #13
Lacks/weak in required qualification #14
Lacks/weak in required qualification #15
Lacks/weak in required qualification #16
Lacks/weak in required qualification #17
Lacks/weak in required qualification #18
Lacks/weak in required qualification #19
Lacks/weak in required qualification #20
Candidate withdrew
Application incomplete
Application received after first consideration date
Application received after second consideration date
Not available for required hours
Not Hired, union member hired
Not Hired, union member lateral transfer hired
Not Hired, union member with more State seniority hired
Not interested in position
Offered/accepted another position
Offered/but refused position
Poor/inadequate references
Posting cancelled
Qualifications not as strong as candidate selected
Non-URI employee
Deceased

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