

FACULTY SEARCH PROCESS

Please review search process documentation on the Office of Human Resource Administration (HRA) website: uri.edu/hr/ncsearch_process/

Please refer to the collective bargaining agreement between the URI Board of Trustees and URI Chapter of the American Association of University Professors, Article 11 Selection and Appointment of Faculty Members, for contractual requirements concerning the faculty search process.

Contact Robin Santini (HRA) with questions or to request a meeting to review the process.

How to obtain approval to fill a position

- Department contacts the Dean with a request to fill a position.
- Dean seeks the position through the budget allocation process for new positions, or seeks directly from the Provost for post/pre-allocation requests or to refill a newly vacant position.
- After the Provost's Office has authorized filling the position, The Office of Budget and Financial Planning produces a Request to Fill Form (RF1) for positions funded by 100, 101, or 106 accounts that were awarded during the annual allocation process. Business Managers should produce an RF-1 for positions awarded pre/post-allocation and the Dean emails the completed RF-1 to the Budget Office authorizing filling of position, certifying FTE and funding available.
- If this is a new position, please initiate a Position Action Form.
- Budget Office produces a blanket PAF for assistant teaching professors. Business Managers produce a PAF for other new positions or vacant positions that need to be extended.

Forms are available on the URI Budget website: uri.edu/budget/forms

If an RF-1 was needed to initiate a search, Gail Henriques (HRA) will notify the department when the RF-1 has been approved.

How to initiate the search

- Once the Request to Fill Form (RF-1) and Position Action Form (PAF), if necessary, have been approved, please proceed to the next step.

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How to formalize an updated Job Description

- The designated Search Chair has position description approved by the Dean and then forwards it to Gail Henriques (HRA).

How to provide posting details

- Once the job description is finalized, the Search Chair forwards the following information to Gail Henriques (HRA) and cc: Robin Santini (HRA)
1. Please Indicate whether position is academic or calendar year.
 2. Please provide names of recommended search committee members
Important: Committee members cannot serve as a reference for any applicants
 3. Please describe how you diversified the search committee.
(e.g., demographics, various fields of study/specialties, various roles within university, various professional organization memberships – including subgroups focused on groups underrepresented within your department, various backgrounds regarding diversity & inclusion awareness)
 4. Please provide list of required documents to be submitted by each applicant
(e.g., cover letter, CV, references, diversity statement, etc.)
 5. Please provide list of the advertising outlets (for grant funded positions, include a Chartfield account # to be used to charge back advertising expenses). Please include how the committee will accomplish direct outreach:
(e.g., conference outreach, professional associations, focused professional associations for demographic categories underrepresented in your department, outreach to people in the field, direct communication with possible candidates to encourage them to apply online, collaborate with college Assnt Dean – JEDI).
HRA covers up to \$900 of advertising expenses.
 6. Please provide Posting Timeline (e.g., application period, goal for completing applicant reviews)

The deadline for submitting applications online will be determined in consultation with the Search Chair. The posting can have a defined closing date or be open until the position is filled.

Once the posting details have been received, Gail Henriques (HRA) will create the electronic Job posting and email the Search Chair a preliminary copy of the electronic job posting.

After the Search Chair confirms the Job Posting is correct, the Posting will be routed electronically within PeopleAdmin to Robin Santini (HRA) for approval.

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HRA will then place (paid) ads in the authorized outlets, and the search committee will place (free) announcements for which they are responsible (e.g., listservs). All ads, postings, announcements will direct applicants to the appropriate web address to apply electronically (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 (jobs.uri.edu). Applications are not accepted by email or postal mail.

Upon completion of the online application, each applicant will receive an immediate electronic acknowledgment confirming successful application submission.

- The search chair will need to set up a user account by going to jobs.uri.edu/hr. **Please note: If you have served as a search chair since 2009, and have a user account, it is not necessary to create a new account.**
- Search Chair provides committee members with Guest User# and Password. (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 position only. Gail Henriques (HRA) will provide the Search Chair with the Guest User information for the committee members.)

The link for viewing applications is: jobs.uri.edu/hr

How to prepare to review applicants

The Search Chair should address the following topics with the search committee:

1. Search Process overview and provide URI HRA website link for reference
2. Search Committee responsibilities including confidentiality of process
3. Position Description and Required Qualifications
4. **Posting Timeline (e.g., application period, goal for completing applicant reviews)**
5. Preliminary Interview Schedule (committee members coordinate and reserve time on calendars)
6. Confirm and communicate individual roles within active recruiting strategy. (e.g., conference outreach, professional associations, focused professional associations for demographic categories underrepresented in your department, outreach to people in the field, direct communication with possible candidates to encourage them to apply online. **(Please note committee members cannot serve as a reference)**)

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How to review applicants

All search committee members should be actively involved in reviewing applications. Information regarding applicants is to be kept confidential and discussed only with committee members, the Dean, and Department Chair. (This does not apply when finalists are being interviewed and a candidate is invited to give a public presentation, at which time their CV, etc may be shared with their permission.)

Search committee members conduct their review by evaluating each applicant's application and submitted materials based on the required/preferred qualifications advertised in the posting.

- The search chair completes a master Applicant Evaluation Rubric based on the consensus of the search committee. The rubric is available on the HR Employment/Recruitment website. uri.edu/hr/ncsearch_process/

How to request interviews – Interview Pending

Applicants chosen for interview cannot be lacking any required qualifications. An interview is not required for all qualified applicants.

- The Search Chair indicates online in PeopleAdmin (jobs.uri.edu/hr) which of the applicants the committee wants to interview by changing their status to "Interview Pending" or "Hold for Later Consideration". For applicants not selected for interview or hold, 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 Dean's approval is required with a request to interview applicants.

- After the applicants have been updated online, the Search Chair then emails Robin Santini (HRA) with the title of the position and the Job Posting F#, requesting approval to interview. The Dean should be included in this email to document their approval, which is also required. Please cc: Gail Henriques in this email.

Robin Santini (HRA) reviews the request to interview, utilizing an HRA EEO report of the applicants, and will contact the search chair via email to authorize interviews.

Approval for interview includes all subsequent interviews, including initial interviews and final interviews.

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- Each member of the search committee should take notes during the interview process.

NOTE: Travel funds for candidates should be paid from vacancy or other funds available at the college level. HRA does not handle funds for faculty candidate travel.

References may be contacted at any time before or after the interview process. If an applicant receives a poor or inadequate reference, that non-select reason is available in the drop-down menu in PeopleAdmin. If you wish to contact references not listed, approval must be granted by the applicant.

If immigration status may be a factor for any of the applicants moving forward in the interview process, please contact Laura Kenerson immediately.

Per RI Gen Laws § 28-6-22 (a), Hiring Managers, Search Chairs and Search Committee Members should note they are not allowed to:

- (1) Rely on the wage history of an applicant when deciding whether to consider the applicant for employment;
- (2) Require that an applicant's prior wages satisfy minimum or maximum criteria as a condition of being considered for employment;
- (3) Rely on the wage history of an applicant in determining the wages such applicant is to be paid by the employer upon hire; or
- (4) Seek the wage history of an applicant.

Also, Per RI Gen Laws § 28-6-22 (c):

Upon the applicant's request, the Hiring Manager or Search Chair shall provide an applicant for employment the wage range for the position for which the applicant is applying, and the Hiring Manager or Search Chair should provide a wage range for the position the applicant is applying for prior to discussing compensation.

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How to select a final candidate – Recommended for Hire

- After interviews have been conducted, the search chair will update the applicants' status by indicating the select/non-select reasons online in PeopleAdmin (jobs.uri.edu/hr) and inform Anne Marie Coleman and Robin Santini (HRA) of the recommended hire. Please include the Dean in this recommended hire email. Please note, HRA approval is no longer required for the recommended hire, however we need to be informed of your selection.

The Provost's Office must approve the offer letter and any start-up commitments prior to a formal offer being made to a candidate.

- A compilation of the committee's interview notes must be sent via email to Robin Santini to maintain with employment activity records.

NOTE: It is important to notify the HRA Office, Anne Marie Coleman and Robin Santini, as to whether the candidate accepts or declines the offer, or if the search has failed with a request to cancel. Please cc: Gail Henriques.

- Once an offer is accepted, the successful candidate must be the only remaining applicant in the active workflow in PeopleAdmin. If it is an "open until filled" posting, please communicate with Gail Henriques to close the posting.

As soon as the department is in receipt of a signed offer letter, an Employee Action Form (EAF) should be initiated by the Department. A copy of the offer letter must be attached to the EAF in HR e-campus.

(Note: please indicate the job posting number (F#) in the appropriate field provided on the EAF).

- A copy of the signed offer letter and new hire's CV should be sent to Lou Ann Diomandes (ldiomandes@uri.edu) in the Provost's Office.

Once HRA 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.

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When HRA receives the fully approved Employee Action Form, HRA will identify the search as filled in PeopleAdmin, resulting in system-generated emails being sent to all applicants not selected for the position.

- **It is the search chair's responsibility to notify candidates who were interviewed but not selected for the position, even though they will also receive the system-generated email.**
- **No announcements should be made regarding the successful candidate until all other interviewees have been notified they were not selected.**

NOTE REGARDING GRANTS: If 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 Anne Marie Coleman or Laura Kenerson 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; and the individual's resume. HRA will be responsible for requesting approval from the appropriate union.

Rev 2/2023

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APPLICANT STATUS NON-SELECT REASONS:

FACULTY & PROFESSIONAL STAFF HISTORICAL 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

Application received after first consideration date
Application received after second consideration date
Candidate withdrew/Not interested in position
Application incomplete
Offered/accepted another position
Offered/but refused position
Poor/inadequate references
Posting cancelled
Minimum qualifications, not as strong as other candidates
Qualifications not as strong as candidate selected
Non-URI employee
Deceased
Cannot meet applicant's salary request