Faculty Search Process Checklist

All searches must be conducted in compliance with the AAUP Contract and the University Policy and Procedures for Employee Recruitment, Selection, and Hiring

Please visit https://web.uri.edu/hr/ncsearch_process/ for information and resources related to the Non-Classified Search Process.

5.1 Faculty Search Process Stage I: Pre-Recruitment Planning	
	Department notifies the Dean of the need to fill a position
	Dean forwards a written request to the Provost's Office for authorization to begin a search. (Approval sought through yearly budget allocation process or directly from Provost's Office to refill a newly vacant position.)
	Once the Provost's Office has authorized filling the position, a Request to Fill Form (RF1) must be initiated for positions funded in whole or in part by Fund 100, 102, 103, 104, 106 & SPA110. RF1 form is available at: https://web.uri.edu/fsp/forms/ If this is a new position, or a vacant position that needs to be extended, a Position Action Form (PAF) must also be initiated in HR eCampus. (Contact Department Chair or College Business Office for assistance.)
	The search chair will need to set up a PeopleAdmin user account by going to https://jobs.uri.edu/hr If you have served as a search chair since 2009 and already have a user account, it is not necessary to create a new account.
	Faculty position description must be created and approved by the Dean.
	Form a search committee. Hiring Manager, Search Chair, and committee members must have completed Employee Recruitment, Selection, and Hiring Training in Brightspace within two years prior to search. Additional information on HR Employment/Recruitment website.
5.2 Faculty Search Process Stage II: Sourcing	
	Complete Employee Recruitment Strategy Form available on HR Employment Recruitment website
	Submit Dean-approved Job Description and Employee Recruitment Strategy Form to HR Gail Henriques ghenriques@uri.edu and Robin Santini robin_santini@uri.edu
	Upon receipt of fully approved RF-1 and/or PAF, approved Job Description, and completed Employee Recruitment Strategy Form, HR will create the posting in PeopleAdmin and send a copy via email for review and approval by the Search Chair.
	Once approved by the Search Chair, HR performs final review and approval of posting.

	HR will update the posting to be active on jobs.uri.edu, HR will then send the Search Chair an email to provide the Guest User Name and Password which will be uniquely created for each search and allow the other search committee members to view applications in that particular posting only. The Search Chair is responsible for providing the search committee members with their Guest Username and Password for viewing applications. However, only the Search Chair will have the ability to update the status of applicants using their own individual Search Chair login credentials.
	Search Chair, search committee and Outreach Coordinator (as applicable) perform outreach as indicated on the submitted Employee Recruitment Strategy Form. **HR will place paid ads** through the URI contracted agencies.

5.3 Faculty Search Process Stage III: Evaluating Applicants

	Search Chair and search committee review applications and evaluate based on required qualifications. May begin reviewing applications immediately; however, must evaluate all applicants through first consideration date if open until filled.
	Complete Applicant Evaluation Rubric to document consensus of committee's evaluation regarding which applicants meet the required qualifications (even if weak in one or more), who among the qualified applicants will be invited for an interview, and who among the qualified applicants should be held for later consideration.
	Search Chair must obtain Dean's approval for applicants selected for *Interview Pending* and *Hold for Later Consideration*. Please follow College process for obtaining the Dean's approval. (e.g., provide CVs to Dean, etc.)
	Search Chair must update applicants in PeopleAdmin in accordance with consensus Applicant Evaluation Rubric. *Interview Pending, Hold for Later Consideration*, or *Not interviewed/Not hired, Lacks/Weak in RQ#*?. If applicant is not being held or invited for interview, please indicate which specific requirement is weak/ lacking. Simply choose one if there are multiple requirements weak/lacking. If no requirements are weak or lacking use *Not Interviewed/Not hired, Qualifications not as strong as interview pending applicants*. (List of allowed non-select reasons is attached.)
	Submit consensus Applicant Evaluation Rubric with request to interview or hold applicants to: Robin Santini (robin_santini@uri.edu) and Gail Henriques (ghenrques@uri.edu). Include the Dean in this email to facilitate documenting the Dean's approval. Include the Posting Number in the Subject line for recording keeping and to expedite review process.
	HR must provide authorization to begin inviting applicants for interviews. This authorization provides approval for initial and all subsequent interviews.

5.4 Faculty Search Process Stage IV: Interviewing and Selecting Preferred Candidates

	Search Chair and members should take notes during the interview process. An Interview Scoring Grid is available on the HR Employment Recruitment website (not required) along with other resources for conducting interviews.

	Work with College Business Office or Department Chair regarding candidate travel expenses

5.5 Faculty Search Process Stage V: Hiring	
	Once the interview process is complete, submit recommendations for hire to Dean for decision making / approval.
	Update PeopleAdmin to indicate *Recommended for Hire* and update the status of other interviewed applicants, either: *Interviewed* if they would be considered for hire if first offer is declined, or *Interviewed/Not hired, Weaks/Lacks in RQ#?* as you found them during the interview process.
	Send an email to Robin Santini and Gail Henriques to inform us of the Recommended Hire. Include the Dean in this email to facilitate documentation of the Dean's approval.
	Send interview notes to Robin Santini
	Keep HR informed regarding status of the offer of employment: Robin Santini and Gail Henriques
	Once the department has received a signed offer letter, update the remaining applicants as appropriate. (e.g., *Interviewed/Not hired, Qualifications not as strong as candidate selected*.)
	Once the department has received a signed offer letter, an Employee Action Form (EAF) must be submitted in HR e-Campus by the hiring department. For EEO reporting purposes, include the Posting Number in the appropriate field on the EAF. A copy of the offer letter should be attached to the EAF.
	The Search Chair must communicate with applicants who were interviewed but not offered the position. Please communicate promptly with anyone waiting for an update on the status of their candidacy, prior to automated emails which are generated when the posting is changed to *Filled*.
	When HR receives the fully approved EAF, HR will update the posting to *Filled* and at this time a system-generated email will be sent to all applicants not selected for the position.

5.6 Faculty Search Process Stage VI: Onboarding	
	When HR receives the signed offer letter, a "New Employee Packet" will be forwarded to the new hire. HR will schedule an appointment to meet with the new hire and complete the required paperwork and review benefits.
	Please see Procedures for Employee Recruitment, Selection and Hiring: 5.6.2 URI New Employee Orientation 5.6.3 Office of the Provost Welcomes New Faculty 5.6.4 New Faculty Orientation 5.6.5 Department Onboarding Plan

	Please refer new employees to HR Website: https://web.uri.edu/hr/newemployee/
	5.7 Faculty Search Process Stage VII: Post-Recruitment Evaluation
	Please complete Google Survey sent by HR to provide feedback on the search process.

Faculty and Non-Classified Staff Non-Select Reasons

 • Lacks/weak in required qualification #1 through Lacks/weak in required qualification #20

 • Qualifications not as strong as interview pending applicants

. • Candidate withdrew/Not interested in position

 • Cannot meet applicant's salary request

 • Application incomplete

 • Application received after first consideration date

 • Offered/accepted another position

 • Offered/but refused position

 • Poor/inadequate references

 • Posting canceled

 • Finalist not as strong as candidate hired

 • Non-URI employee

 • Deceased