

**Office of the Provost & Executive Vice President
Faculty Recruitment and Hiring Check-list**

Tenure-Track, Research, Clinical, or Extension Faculty Positions

Listed below are the procedural steps for completing a faculty search process at the University of New Hampshire. The necessary action steps include consultation with the Vice Provost for Diversity (VPD) and the Director of Affirmative Action and Equity (DAAE). Signatures must be secured from these officers to proceed through the required 15-step faculty hiring process listed below.

In order to initiate the hiring process, each department chair must develop a Diversity Recruitment and Hiring Plan of Action. The Faculty Recruitment and Hiring Check-list must accompany the Request to Advertise form, the position description, and the Human Resources Position Vacancy Information Sheet.

The Search Committee and Department chair will maintain consultation with the VPD and DAAE throughout the search process.

Position: _____ Unit/Division: _____

1. _____ The Department chair receives verbal approval from the Dean to **begin** to initiate the hiring process.
2. _____ Each college/school's Dean will direct hiring Department Chair to consult with the VPD **before beginning** the hiring process within the college or school to draft and confer on the position description and to present a preliminary departmental Diversity Recruitment and Hiring Plan of Action for the identified position.

Vice Provost for Diversity

3. _____ The Department chair forwards the Position Vacancy Information form, the position description, and the Faculty Recruitment and Hiring Check-list to the Dean for approval. (The Faculty Hiring Check-list **must** accompany each Human Resources Position Vacancy Information Sheet.)
4. _____ The dean submits the documents to the Provost & Executive VP for written approval.
5. _____ The Provost's Office forwards approved documents to the Human Resources Office with copies to the Office of Affirmative Action & Equity.
6. _____ The Human Resources Office places the advertisement with the media specified by the hiring unit.
7. _____ The Unit sends all applicants the **Affirmative Action Employment Data form** unless the online process is used.

Send email to VPD to provide brief rationale for selection of the finalists, then submit the Faculty Selection Form with documented materials to the DAAE.

8. _____ When finalists are identified, send the dean and the DAAE the list of selected finalists recommended for interviews with demographic information for review. Completion of the Faculty Selection Form and signature of approval to interview from the DAAE is necessary.

Director of Affirmative Action and Equity

9. ____ Submit documents of the candidate to dean to approve for hiring; the dean takes action in consultation with the Provost. (The dean and the Provost will review the final recommendation.)
10. ____ If a faculty member is hired at the Associate Professor or Professor level, written Provost & Executive VP approval is required. An appointment with tenure requires written approval by the Provost & Executive, President, and Board of Trustees.
11. ____ If the Dean is considering hiring a new faculty member at a higher salary than will be paid to any current faculty member in that department at the same or higher rank at the time the new faculty member commences his/her employment, then prior to making the offer, the Dean will meet with the Department Chair and department tenure-track faculty to discuss the proposed salary offer and reasons.
12. ____ The Dean will make offer to the candidate.
13. ____ When the offer is accepted, the W-4 and I-9 forms must be completed by the faculty member.
14. ____ After offer is accepted, send completed and signed Faculty Selection form to DAAE with resumes of all finalists, females and/or minorities. DAAE will send this material to Human Resources.
15. ____ The Dean forwards copy of letter, W-4, and I-9 forms to BSC for processing.

Note: This process does not preclude the Provost from waiving any of the 15 steps to expedite appropriate hiring to advance diversity goals.

The Offices of the Vice Provost for Diversity and Affirmative Action and Equity work in concert to advance the University's commitment to excellence through diversity while assisting search committees in achieving their departmental/unit's goals.

02/21/06 wsm

POSITION VACANCY INFORMATION (Faculty)

REQUESTING SUPERVISOR: _____ PHONE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

POSITION INFORMATION:

Position #: _____ Replacement For: _____

Name of Supervisor: _____

Supervisor's Position Title: _____

Regular Budgeted Position Term Position Term Position Expiration Date: _____

New Position Tenure Non Tenure TP Term Grant

Does this position have responsibilities for hiring and evaluating other employees? YES NO

SCHEDULE:

Academic Year Fiscal Year Full Time Part Time _____ %

Advertising Preference - Please send as a **separate e-mail attachment** a copy of the ad.

**NOTE: Labor Certification Requirements for tenure track faculty:
Required: 1 national professional journal ad (must be a PRINT advertisement)**

List desired **paid** publications: _____
and/or websites (include any _____
online URL's) _____



Enter Position Title here

DEPARTMENT:

SUMMARY OF POSITION (optional):

RESPONSIBILITIES:

MINIMUM QUALIFICATIONS:

SALARY INFORMATION (optional):

LETTERS OF APPLICATION MUST BE RECEIVED BY _____ TO RECEIVE FULL CONSIDERATION
Date

ADDITIONAL INFORMATION (optional):

ADDRESS FOR RECEIPT OF RESUMES:

UNH is committed to excellence through diversity in its faculty and strongly encourages women and minorities to apply.

*****IMPORTANT - When complete, please e-mail this entire file/document to Human Resources.**

