

Recruiting Process for Faculty Members

February 1, 2008

Task in Order of Occurrence	Person Responsible	Date Completed	Comments
<ul style="list-style-type: none"> € Determine the position type, new or replacement, source of funding/account number, rank, salary range. € Obtain verbal approval for the recruitment from the Dean 	Department Chair		
<ul style="list-style-type: none"> € Develop the job description and position advertisement. The candidate selected MUST fit the criteria stated. 	Department Chair		
<ul style="list-style-type: none"> € Identify search committee chair and members, including the dept. staff member. Obtain approval from Dean. Identify staff for the committee. 	Department Chair		
<ul style="list-style-type: none"> € Prepare a memorandum or letter to the Dean that includes information regarding: <ul style="list-style-type: none"> ○ new or replacement position, ○ source of funding/account number, ○ rank(s), ○ salary range 	Department Chair		
<ul style="list-style-type: none"> € Complete the Affirmative Action Pre-Audit Search Form € Attach advertisement to be placed. The ad should be pre-approved by the Dean. € Obtain Dept Chair signature € Forward to the Dean 	Dept. Staff Member		
<ul style="list-style-type: none"> € Sign Pre-Audit Search Form € Prepare memo indicating agreement with the Department Chair's intent to recruit € Forward to Asst Dean for Business and Finance 	Dean		
<ul style="list-style-type: none"> € Administrative Review € Obtain official approval from the University to recruit 	Asst Dean for Business and Finance		
<ul style="list-style-type: none"> € Send notice of approval to recruit to the Department Chair and Search Committee Chair and to the Dept. Staff member assigned. 	Asst Dean for Business and Finance		
<ul style="list-style-type: none"> € Place advertisement for position in appropriate national media. Must be national unless exception is approved. 	Dept. Staff Member		
<ul style="list-style-type: none"> € Follow the Policy Regarding Conduct and Function of Search Committees. 	Search Committee Chair and Committee Members		

€ Charge the search committee at the first meeting of the committee	Department Chair		
€ Search Committee Chairman is to be given the Affirmative Action, Diversity and Inclusion Summary for proposed faculty or academic appointments.			
€ Search Committee Chairman is to be given Equal Employment Opportunity Information Request form.			
€ Contact candidates, ask for permission to get letters and talk with referees. € Invite candidates to interview	Search Committee Chair (Staff member cannot invite candidates)		
€ Identify key individuals with whom the candidate will interview. This includes: <ul style="list-style-type: none"> o Dean o Senior Associate Dean o Chair of the other department. € Follow the guidelines for conducting successful interviews	Search Committee and Department Chair		
€ Develop itinerary for each candidate to be interviewed	Dept. Staff Member		
€ Call references € Obtain letters of reference- 3 letters for assist professor, 6 letters for associate professor	Search Committee Chair		
If candidate is above the rank of assistant professor: € Send to Standing Appointment Committee for review and recommendation of rank € Communicate with Asst Dean for Business and Finance € Work with the SVC and Provost Office to assure support for appointment at intended rank and tenure status	Dean (or department chair)		
€ Call the candidate selected for the position € Negotiate the terms of the position € Draft letter of offer and supplemental package information € Forward an electronic form of the letter and supplemental package to Asst Dean for Business and Finance	Department Chair (with assistance from Dean's Office Staff Member)		
€ Review letter, forward to Dean and Office of SVC for their administrative review	Asst Dean for Business and Finance		
€ Finalize the letter of offer with signature places for Chair, Dean, SVC	Dean's Office Staff Member		
€ Obtain signatures from Chair, Dean, SVC	Dean's Office Staff Member		

<ul style="list-style-type: none"> € Mail original letter of offer and a duplicate to the candidate for signature with return address to Chair. € Send copies of letter to: <ul style="list-style-type: none"> ○ Department Chair ○ Dean and ○ Assistant Dean of Finance 	Dean's Office Staff Member		
<ul style="list-style-type: none"> € Prepare letter supporting the appointment at specified rank 	Department Chair		
<ul style="list-style-type: none"> € Prepare and forward complete packet of information for appointment to the Dean This includes: <ul style="list-style-type: none"> ○ Department chair letter, signed by the candidate ○ Curriculum vitae and supplemental materials (if available), ○ Affirmative Action Summary . . . Appointments 	Assistant Dean for Business and Finance		
<ul style="list-style-type: none"> € Prepare letter supporting the appointment at a specified rank 	Dean		
<ul style="list-style-type: none"> € Prepare Employee Record Form € Forward entire packet to the SVC, including: <ul style="list-style-type: none"> ○ Dean's letter ○ I-9 form ○ The packet that includes the department chair letter, CV, etc. as above 	Asst Dean for Business and Finance		
<ul style="list-style-type: none"> € File copy of the signed correspondence 	Assistant Dean for Business & Finance		
<ul style="list-style-type: none"> € Congratulate ourselves! 	Everyone!		

February 1, 2008
Reviewed February, 2009

**UNIVERSITY OF PITTSBURGH
SCHOOL OF PHARMACY**

Policy Regarding Conduct and Function of Search Committees

OVERALL RESPONSIBILITIES OF SEARCH COMMITTEES

The overall responsibilities of Search Committees are to identify potential candidates, screen applicants, recommend applicants for on-site interviews, and make recommendations regarding the hiring of faculty.

Below are descriptions of specific responsibilities of the committee chair, committee members, faculty members, and secretarial staff.

GENERAL RESPONSIBILITIES OF THE COMMITTEE CHAIR

- COMMUNICATIONS with applicants

It is the Committee Chair's responsibility to

1. Acknowledge receipt of applications in writing and when appropriate, by telephone, to the applicants.
 2. Schedule interview dates with the applicants. The timing of the interview should be based on availability of the Department Chairman, Dean, Search Committee Members and other faculty members critical to the evaluation and approval of the applicant for the faculty position. In addition, the interview should be scheduled with sufficient lead time to allow the secretarial staff to distribute information to the candidate and the faculty.
- Holding MEETINGS of the committee
 1. Schedule meetings of the committee members.
 2. Keep an updated list of ALL applicants, with information about current position and interview status. As changes are made, updated versions should be provided to the committee members. This listing also serves as a summarized information source when search is completed.
 3. Provide copies of the applicants' curriculum vitae (CV) to the committee members and department chairman. CVs should be made available in advance of the meetings, so that committee members can prepare their remarks.

4. Conduct the meetings. A suggested format is that the candidates should be reviewed one at a time, with each committee member providing his/her opinion in turn, with the Chair providing the final opinion.

SPECIFIC RESPONSIBILITIES OF THE COMMITTEE CHAIR

1. Discuss committee proceedings with and obtain input from the Department Chairman regarding the candidacy of the applicants.
2. Arrange aspects of each candidate's itinerary with the designated secretary.
3. Survey ALL individuals who interviewed a candidate for their opinions regarding suitability of the candidate for the faculty position. Also canvas the School faculty for comments on seminar and interactions at the reception. This can be done as applicants are interviewed or after all candidates for a specific position have been interviewed. Responses can be sought by memo or email. Hard copies of the comments should be made and kept until the position is filled.
4. Communicate interviewer comments and the Search Committee recommendation for hiring to the department chairman.
5. Complete the Faculty and Administrator Search Summary Form (Stock 129).

COMMITTEE RESPONSIBILITIES

1. Actively IDENTIFY candidates who are appropriate for the position.

NOTE: There is a courtesy obligation to provide an ONSITE interview to the candidate who has been INVITED to submit his/her curriculum vitae. Invitations to apply should only be extended with the approval of the Chair of the Search Committee Chair.

2. Review the CVs of the applicants and BE PREPARED to comment on their qualifications (pro and con) at Search Committee meetings.
3. MAINTAIN CONFIDENTIALITY of the applicants. Phone calls to personal friends who know the candidate should NOT be made until the applicant is a serious candidate AND the candidate has given approval to check references.
4. Determine, at the outset, the method by which candidates will be evaluated and ranked. This should be consistent with the survey of faculty input regarding the candidates.

RESPONSIBILITIES OF THE SECRETARY FOR THE COMMITTEE

1. Prepare the personalized "thank you for applying" letter to each applicant.
2. Work with the Committee Chair to schedule Search Committee meetings.
3. Make copies of applicants' CVs for distribution to committee members. Prepare a list of applicant information and make copies for distribution to committee members (to be coordinated with Committee Chair).
4. When candidates to be interviewed have been identified, work with Committee Chair to schedule the dates and specifics of the itinerary. When contacting individual interviewers, notify each of his/her interview time, plus seminar (and reception) times.
5. Prepare seminar announcements and itineraries for candidates.
6. Distribute copies of the candidate's CV, itinerary, and seminar announcement to all persons who will be interviewing the candidates.

NOTE: The seminar announcement should provide the current position of the applicant, and should NOT indicate that the person is a faculty candidate.

7. Make hotel and travel arrangements for the candidate. If time permits, obtain airline tickets and mail them to the candidate.
8. Send a copy of the itinerary, an information sheet about individuals listed on the itinerary, and seminar announcement to the candidate. Also include information about the city of Pittsburgh, School of Pharmacy and the University of Pittsburgh.
9. Prepare the memo (and email) for canvassing interviewers for opinions of candidate suitability (coordinate effort with that of the Search Committee Chair).

RESPONSIBILITIES OF ALL FACULTY MEMBERS TO THE SEARCH PROCESS

Although all faculty members are not part of each Search Committee, all faculty members have a level of responsibility for assuring the recruitment process reaches a successful outcome and for sharing their opinions with search committee members. Therefore it is incumbent on all faculty to:

- be available to interview candidates, and take candidates to breakfast, lunch, or dinner and to provide transportation to or from the airport, if necessary.
- attend seminars and receptions for faculty candidates, regardless of focus area.

- provide input to the Search Committee in a timely fashion regarding the suitability of the applicant.

August, 1989

Formatting Changes July, 1999

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