3. The department chair/school director initiates the selection of a search committee and search committee chairperson, assuring diverse representation. The Office of Civil Rights and Title IX (OCR9) must approve the search committee composition.

4. The department/school and the search committee determines position details:

    Agree upon a position description, job qualifications, credentialing requirements and minimum qualifying criteria for the position. These need to be reviewed and approved by the chair/director and the dean.

    In describing these job qualifications and position requirements, the best practice is to be as inclusive as possible. **For example4**

    B. Use today's date as the recruiting start date and target hire date.

    C. For regular assignments, select Regular as the worker sub-type.

    D. For visiting assignments, select Regular End Date as the worker sub-type and enter an end date.

7. When the Job Requisition is approved, complete the Job Requisition Questionnaire that is in your Workday inbox. Make sure to identify the Recruiting Partner(s), Search Committee members, and denote if external advertising is needed.

8. Once complete, hit submit and the Job Requisition will route for all necessary approvals.

9. Recruitment Services will work with submit chu Tc -0.0eFBa 0.301 all

3. All applicants must provide name and contact information for three references. Applicants will be notified prior to contacting references.

4. Search committee members should disclose any personal or professional relationships they have with candidates.

IV.   Interview and Selection Process

1. Prior to conducting a search, the chair of the search committee should contact the Provost's Office to schedule training to familiarize committee members with aspects of best practices in hiring. Additional materials about interviewing may be reviewed prior to candidates being interviewed remotely and/or on campus.

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numerically or otherwise must be avoided. First, the practice can make the hiring decision more difficult when an individual who receives a lower ranking is selected by the hiring authority which may unnecessarily cause tension between the Chair/Director and the faculty.
Second, the practice makes the institution vulnerable to lawsuits when a lower ranked person is selected and ranking information is later disclosed to either the new hire or the other applicants in the pool who were ranked higher.

10. The chair/director meets with the dean and discusses the committee report. The dean, as the hiring authority, selects a candidate considering the committee report, and may choose from any of the qualified candidates.

11. If not already completed, signify the selected candidate by updating their status to "Recommend for Hire".

12. Once notified by the chair or designee, the recruiting partner will submit the Hiring Review Request in Workday by accessing the candidate grid on the job requisition and selecting "Request Hiring Review" from the Move Forward Options on the specific candidate.

    To submit the request, the recruiting partner must enter the proposed salary for the selected candidate in the salary section. When both components are approved, the recruiting partner will receive a "To Do" in their Workday Inbox giving the approval to make a verc24

D. The dean sends all the above materials and a draft offer letter to the Vice Provost, Academic Affairs, for approval. Model letters for positions are available on the SharePoint drive created for faculty searches and hiring.

E. Once approved by the Vice Provost, the dean sends an offer letter and a Faculty Tenure Timeline form to the selected candidate, with a copy to the department chair/school director.

15. When the selected candidate returns the letter signifying his/her acceptance of the position, the original signed letter and the Faculty Tenure Timeline form are forwarded to the Vice Provost to be added to the faculty member's credential file retained in the Office of the Provost.

16. Email the Recruitment Services Office at empl@fau.edu to signify that the selected candidate is "Ready for Hire". Make sure to include the job requisition number, the candidate's name, and the rank at which they are being hired. The Recruitment Services Office will then initiate the appropriate Workday Process.

Once initiated, the