



COLLEGE OF ARTS & SCIENCES

*Supplemental
Guidelines for Faculty
Recruitment*

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

REVISED

NOVEMBER 2010



A Word on Search Forms

Faculty searches are either for *replacement* due to a retirement or a departure or a *brand new position*.

When either a replacement or a new position search occurs, approval for the search must be obtained by the Department Head by submitting a FORM A through the Dean to the Provost.

- The FORM A identifies the appropriate faculty line, expected salary offer and date of employment, among other things.
- Please use the new front and back A/C FORM, which is now a PDF document, printed on gray cardstock.

When replacement lines become available, the needs of the department in question have first priority. However, such occasions must always include evaluation by the Dean and the Provost in the context of overall college and university programmatic needs.

After a candidate has been identified, the Department Head submits through the Dean to the Provost a FORM C which is now on the reverse side of the FORM A previously submitted for approval.

- FORM C identifies the candidate selected and the basic terms of the offer to be made in a formal contract letter.
- Please use the new front and back A/C FORM, which is now a PDF document, printed on gray cardstock.

The FORM C should be submitted to the Dean's office with a copy of the candidate's vita. Please refer to *The Offer* section of this brochure for more specifics on making an offer to the selected candidate.

Advertising

The Dean's Office will place **all** advertisements in the *Chronicle of Higher Education*. The departments themselves may place ads in their respective discipline journals if they so choose. **In all cases, the Dean must have the opportunity to approve advertising copy prior to placement.**

- All advertisements must include the University's approved Affirmative Action statement: "The University of Tennessee at Chattanooga is an equal employment opportunity/ affirmative action/Title VI & IX/Section 504/ADA/ADEA institution."
- Advertisements should be placed for **no more** than **two** issues of the discipline's journals.
- Advertisements must include the statement: "Screening of applicants will begin on (date), and continue until the position is filled."
- Advertising costs will be part of the general search expense to be met by funds in the Arts & Sciences Faculty Recruiting budget.
- All invoices for advertising should be sent to the Dean's Office for signature and processing.
- If a departmental procurement card is used for purchasing advertising space, a Transfer Voucher (TV) must be processed as soon as the charge(s) hit your budget. Please send to the Dean's Office for signature and processing.
- Advertisements should include instructions to submit application materials to facultyvitae@utc.edu. Obtain a reference number for the search from the Office of Equity and Diversity and include it in the advertisement.





Office of Equity & Diversity

At the beginning of the search the Office of Equity & Diversity will contact each department in regards to their specific requirements for tenure track appointment searches.

Faculty Search Committee

The Department Head is responsible for selecting a search committee and appointing a chair. Membership of the search committee should be diverse. Membership of the search committee should be submitted to the Dean for approval.

In the case of searches for department heads, Chairs of Excellence, and other special appointments, the Dean will select the search committee and appoint the chair.

Communication With Applicants

At the beginning of the search all departments must immediately send a letter or an email to applicants acknowledging receipt of their application. At the end of the search, unsuccessful applicants must be sent a notice that the search has been completed.

Interviews

Prior to scheduling a campus interview take the following steps:

- After applications have been screened by the search committee, the committee chair should send a list to the Department Head of the strongest candidates and a recommendation for those to be interviewed.
- The Department Head should then forward the departmental recommendation to the Dean along with a vita for each candidate, who will then seek the Provost's approval to proceed with campus interviews.

Interviews of prospective faculty should be scheduled with:

- the search committee
- members of the department
- the Department Head
- the Dean

Even department faculty who are not on the search committee should be given the opportunity to submit comments about the candidates who are interviewed. The Department Head and committee chair, after consultation, should forward a joint recommendation to the Dean.

The Offer

Before extending an informal offer to a candidate, the Department Head should consult with the Dean to discuss the terms of the offer. Usually an *informal offer* is extended to a candidate before the FORM C is completed and sent to the Provost.

The *official offer* is the contract letter sent by the Provost.





Expenses & Reimbursement Procedures

The following account name and number should be used for all searches:

Arts & Sci Faculty Recruiting

E04-1002-002

Authorized signature: Herbert Burhenn

The account name and number listed above should be used on IRIS travel authorizations, IRIS travel expense reports, and T4's.

- **Our goal is for the candidate not to pay for any authorized expenses out of pocket.**
 - Airfare is to be prepaid using current TA# procedure. Please contact Maggie Hall (phone # 5327) for detailed instructions on travel for candidates.
 - Hotel is to be direct billed to UTC.
 - All meals should be paid for by a department faculty member, who will request reimbursement via T4.
- All recruitment invoices and completed T4's should be forwarded to the Dean's office for signature. Department Heads do not sign these forms.
- Travel reimbursement for all candidates must conform to regular UT travel policies.
- Although departments should welcome visits by the spouses or companions of candidates, travel expenses of these individuals will be at the expense of the candidate.

Expenses Continued...

- Using the current TA# procedure, departments should purchase prepaid airline tickets for their candidates in advance of the scheduled campus visit in order to benefit from discount fares. Purchases of over \$750 must be approved in advance by the Dean's office. If the candidate is traveling by car, reimbursement will be calculated at the current state rate.
- Reimbursement will be offered for lodging at hotels that will use direct billing to UTC. Departments should ascertain room costs prior to registration and should remind candidates that any charges (e.g., telephone calls, movies, etc.) made to the hotel room other than food must be paid for by the candidate. Moreover, food orders charged to the room must not include an alcoholic beverage. Lodging ordinarily should be restricted to one night, unless the candidate is agreeable to a two night stay to make possible convenient car travel.
- Departments may seek reimbursement for group meals (**candidate plus one or two faculty members**) according to guidelines developed by the Council of Deans.
- If possible, all recruiting meals in restaurants should be charged on one faculty member's credit card. Reimbursements for meals require an itemized meal receipt. Alcoholic beverages may be reimbursed from department gift accounts with Richard Brown's approval.
- Copies of all paperwork should be kept in the department office.





One-Year Appointments

Search procedures for one-year positions are less formal, and since circumstances vary, should be arranged with the Dean. If a position is to be advertised, please contact the Dean's Office for instructions and direction.

Varia

- Receptions given in honor of candidates will **not** be reimbursed.
- Telephone and mail charges remain the responsibility of the department.
- Any adjustments in these guidelines necessitated by the recruitment of Department Heads (e.g., longer visits to campus) or Chairs of Excellence will be developed by the Dean and the department search committee.
- Departments are required to keep all faculty search files for TEN years.

QUESTIONS?

Please address them to the Dean's Office.



≈ *Notes* ≈



College of Arts & Sciences

*The University of Tennessee at
Chattanooga*

*Supplemental Guidelines for
Faculty Recruitment*

Revised November 2010

This document is intended as a practical guide to search committee chairs, Department Heads, and others engaged in the search process in the College of Arts & Sciences.