

University of Kentucky College of Nursing Faculty Search Procedure

Overview

Purpose and Charge

The recruitment of new faculty members is among the most important endeavors in which the College of Nursing can engage. The purpose and charge of the faculty search committee is to identify, assist in recruitment and recommend faculty who will strengthen the intellectual culture of the College, bolster its teaching capacity and breadth, expand the scope of the research/scholarship portfolio, and advance clinical practice and service for the College. Predicated upon the principles of peer review and shared governance, the faculty search committee serves to ensure the quality of the tri-partite academic mission of the university and to perpetuate excellence among its faculty.

Search Committees Composition

The Dean, in collaboration with the Associate Deans of Faculty Affairs (Graduate and Undergraduate areas), will appoint two faculty search committees: one for tenure eligible positions and one for non-tenure eligible positions. Both committees will include five faculty members with representation from appropriate teaching areas (undergraduate and graduate) as well as title series who will serve for two year terms with “staggering” memberships. Specifically, the **tenure eligible faculty search committee** will consist of five tenured faculty members including a Chair (one year) and Co-Chair (one year). Note, PATA members, Associate Deans and Assistant Deans of academic programs are not eligible to serve. Specifically, the **non-tenure eligible faculty search committee** will consist of five faculty members including a tenured or tenure-track Chair (one year) and tenured or tenure track Co-Chair (one year). In addition, each committee will have standing appointments for the Director of the Office of Diversity and Inclusivity and/or a faculty member from the Diversity and Inclusivity Ambassador Council as appropriate. [Note, additional members or a separate search committee may be formed for senior administrative positions or senior researcher positions.]

Administrative support will be provided by the appropriate Associate Dean’s administrative assistant and the UKCON Human Resources coordinator.

The Dean will generate a letter to faculty search committee members confirming appointment terms and will include these procedures.

Roles and Duties Performed

Committee Chair Duties

- Completes required University training
- Serves as liaison and lead communicator between the committee and the hiring Associate Dean (AD)
- Solicits names of potential recruits from faculty and/or staff and extends personal invitation to those qualified to apply
- Calls and Chairs meetings
- Ensures that committee members are informed of the hiring ADs charge and mission of the committee, ground rules for conducting the faculty search process, and timeline
- Coordinates and maintains proper records with support of the Administrative Assistant
- Coordinates administrative and logistical support with the relevant area
- Ensures travel arrangements approved/cleared by the hiring AD (expenses usually only covered for finalists seeking tenure eligible positions)

Committee Chair Duties (Continued)

	<ul style="list-style-type: none"> • Coordinates the effort of committee members • Performs all duties of the committee members including ensuring all members interview candidates and attend/review recorded candidate presentations • Maintains appropriate confidentiality about candidates, candidate materials and search committee proceedings • Provides search committee recommendation to the hiring AD on behalf of the committee
Committee Member Duties	<ul style="list-style-type: none"> • Completes required University training • Attends all scheduled meetings • Reviews all applicant materials • Screens applicants • Participates in the interview process for all candidates • Attends all search committee interviews and candidate presentations (onsite/virtual/conference calls) • Maintains appropriate confidentiality about candidates, candidate materials and search committee proceedings • Other duties as assigned by Chairperson
Associate Dean	<ul style="list-style-type: none"> • Works closely with committee Chair to communicate department needs • Prescreens candidates with search committee Chair • Makes final decision regarding reimbursement of travel expenses for candidates before on campus interview offer extended • Ensures that for any tenure eligible position, the candidate's information (CV and Search Committee recommendation) is sent to PATA for appointment recommendation before the job offer is initiated) • Determines final hire with the Dean • Notifies candidates of decision and initiates communication with verbal offer • Crafts offer letter in collaboration with CON HR Coordinator • Initiates on-boarding process with the new faculty member to begin with assembly of dossier faculty review and comment on the appointment
Administrative Assistants	<ul style="list-style-type: none"> • Provides administrative support for hiring AD and Chair throughout search process including assuring candidate materials are complete • Schedules all meetings (conference calls/onsite), creates itineraries, ensures presentations recorded, and facilitates welcoming experience • Provides CON informational packets to candidates • Maintains file of candidates interviewed with resulting outcome • Submits necessary documentation to the Dean and HRC
Human Resources Coordinator (HRC)	<ul style="list-style-type: none"> • Ensures all faculty members are trained in University interviewing procedures • Ensures all interviewing and hiring procedures are followed in accordance to University regulations • Ensures all interview documents are maintained as well as hiring materials/offer letters

8/7/17 jheath, kashford, ehahn, fhardin; 2/16/18 jheath, fhardin, ehahn