UW Faculty Recruitment

Jamaul Jackson, Academic Human Resources
Winter, 2018
Agenda

- Faculty hiring process overview
- Planning your recruitment
- Advertising Guide
- ISO guidelines for advertising
- Advertising Template
- Updates to Ad process
- EEO/AA policies and guidelines
- Criminal background checks
- Questions
Faculty appointments are governed by section 24-52 of the Faculty Code (Procedure for New Appointments)

1. Recruitments are initiated through the unit’s approved hiring plan
2. Appoint a hiring committee
3. Submit ad for approval.
Place the ad and collect application packets – be sure to collect AAIR form from all applicants

Hiring committee selects finalists and makes recommendations to the appropriate chair or dean, along with the faculty vote

Dean reviews recommendation and application materials and approves new hire
Once the offer has been accepted the unit administrator completes the applicant flow report.

Unit prepares new hire packet to forward Academic HR through Workday.

AHR prepares the information and submits to the following months Board of Regents for their approval.
Board of Regents approves, and AHR, on behalf of the Provost’s office, sends notification to dean and candidate.

Unit retains all search and applicant documentation for three years.

Congratulations on your new hire!!
Planning the Recruitment

• Form the search committee
  – Committee should include academic personnel that are committed to diversity and excellence
  – Units have a responsibility to ensure that underrepresented populations have equal opportunities to serve on search committees

• Issues to consider:
  – What types of positions are needed?
  – What are the available resources?
  – Diversity considerations

• Consult the Handbook of Best Practices for Faculty Searches for information and resources about the faculty search process. The Handbook can be found here: http://www.washington.edu/diversity/faculty-advancement/handbook/
Advertisement Guide

• The Academic Personnel Advertisement Guide can be found here:


• The Ad Guide provides a complete list of requirements to facilitate the advertisement process for faculty, librarian and academic staff positions which require a competitive recruitment.
Advertisement Guide
Required Content for Ads

• Job Class Code and Official UW Job Title
  – A complete list can be found on the AHR website
  – Several academic ranks and titles of similar type may be used in a single ad, pending AHR approval

• Professorial Track Information (if applicable)
  – Tenured
  – Tenure-Track
  – WOT due to funding
  – Not tenure eligible
  – Research track
  – Clinical Dental Pathway
Advertisement Guide
Required Content for Ads

• Intended Length of Appointment
  – Term
  – Indefinite

• Appointment FTE percentage
  – Ads must specify whether the position is full-time, part-time, or whether candidates may be hired as either full-time or part-time.
  – International candidates who require UW visa sponsorship may only be hired and employed on a full-time basis

• Service Period
  – All service periods are either 9 or 12 months
Advertisement Guide
Required Content for Ads

• Minimum Degree Requirements
  – List the required degree (Ph.D., M.D., or “doctorate” or “terminal degree”) and as appropriate, include the phrase “or foreign equivalent”
  – If a required field of study is indicated, consider whether other fields of study are acceptable and if so, include the phrase “or related field”

• Description of position duties

• Hiring department contact information

• Applicant submission instructions and other required elements such as CV/Resume, references and publications
Advertisement Guide
Required Content for Ads

• Must include a detailed description of teaching duties or include the phrase:
  
  “All University of Washington faculty engage in teaching, research and service.”

• Advertisements for Lecturers don’t need to include the word “research”
Advertising for Faculty Requiring Green Card Sponsorship

- If you have a foreign candidate in mind for the position, let us know at the time of ad review.
- Publish the ad in a national professional journal.
- Ads must include all of the required elements discussed.
Advertising Template

• The AHR Advertising Template can be found here:

  http://ap.washington.edu/ahr/administrators/recruitment/posting-positions/advertisement-template/

• Competitive ads submitted via the Ad Template will be reviewed by AHR and ISO. Our goal is to provide the unit with feedback questions or approval within 4 business days

• If you need any changes made, the easiest way to make them is to email or call Jamaul Jackson (jacksj22@uw.edu) or David Apelzin (dapelzin@uw.edu) directly
Once your advertisement is approved by AHR, you will be notified of the approval via email and the advertisement will be posted to the Academic Jobs page on the AHR website.

In the approval email, you will receive a document containing:
- a unique Affirmative Action number (AA#)
- a link to the online Affirmative Action Information Request form
- a link to the Applicant Flow Report to be completed once the hire is made.

Once you receive the advertisement approval email you may post your ad to the appropriate sources that will support the recruitment of a diverse and qualified candidate pool.
Updates to the Advertising Process

• We will only allow an advertisement to be posted for one year. If no one has been hired at that time, it will be considered a failed search and you must repost

• EOAA statement does not need to be included in the advertisement you send us

• Application instructions are a required component of the ad

• Hiring plan number
EEO/AA

• As a condition of being a federal contractor, the UW maintains an affirmative action program

• The dean/chancellors and chair/directors are provided with an Affirmative Action Update annually which includes reports on faculty workforce, underrepresentation and goals for minorities and women.

• Goals are established for each school/college/campus and University-wide, and are updated annually. Where there are goals, special effort should be made to recruit and hire individuals who are representatives of underutilized groups.

• The UW also sets placement goals for persons with disabilities and protected veterans. Special effort should be made to recruit and hire from these groups in goal areas.
EEO/AA Governmental Reporting Requirements

- In order to meet federal and state affirmative action compliance requirements, the UW must request information on the race/ethnicity, sex, age, disability and veteran status of all applicants to a specific position.

- After the recruitment is complete, the unit must populate the Faculty Applicant Flow Report.

- Candidates brought for interview must meet the minimum requirements as stated in the advertisement. Appointments cannot be made at other than the advertised level.

- Additional info: [http://ap.washington.edu/eoaa/]
Criminal Background Checks

• UW is committed to the safety of students, patients, clients, academic personnel and staff

• UW conducts criminal conviction history checks through A-Check Global for positions that are identified as security/safety sensitive, and/or subject to the Washington State Child and Adult Abuse Law (CAAL)
  – If the person has unsupervised access to:
    • Children under 16 years of age
    • Developmentally disabled adults
    • Vulnerable populations
  – If the person has access to select agents (defined by the Patriot Act of 2001)
    • UW EH&S will notify the employing units when this is required
Criminal Background Checks

- The Dean/Chancellor’s office of the employing unit initiates and pays for background checks

- Applicants fill out the self-disclosure questionnaire

- Information regarding background checks may be found here: http://ap.washington.edu/ahr/administrators/recruitment/criminal-background-checks-regarding-academic-personnel/
Questions?
Resources

• AHR website: http://ap.washington.edu/ahr/

• ISO website: http://ap.washington.edu/ahr/international-scholars/

• EOAA website: http://ap.washington.edu/eoaa/

• Handbook of Best Practices for Faculty Searches: http://www.washington.edu/diversity/faculty-advancement/handbook/

• Your AHR Specialist: http://ap.washington.edu/ahr/contact/