

# UW Faculty Recruitment

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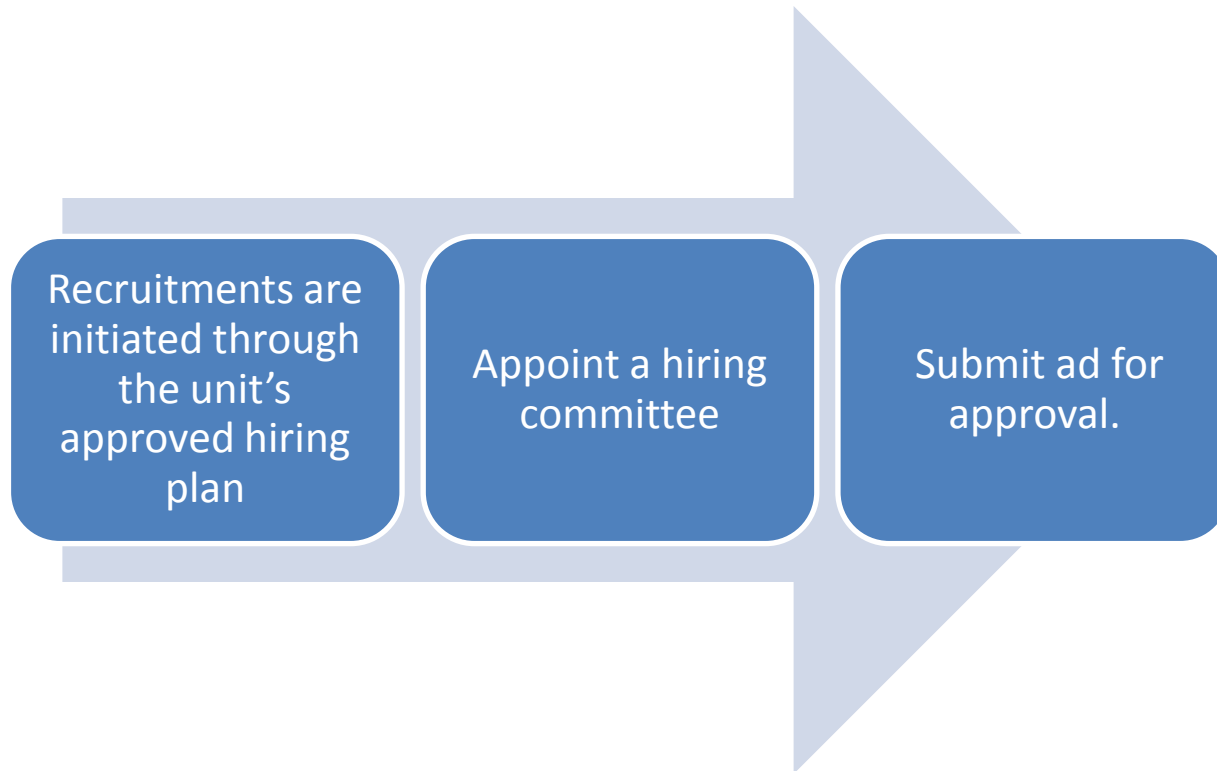
Winter 2016

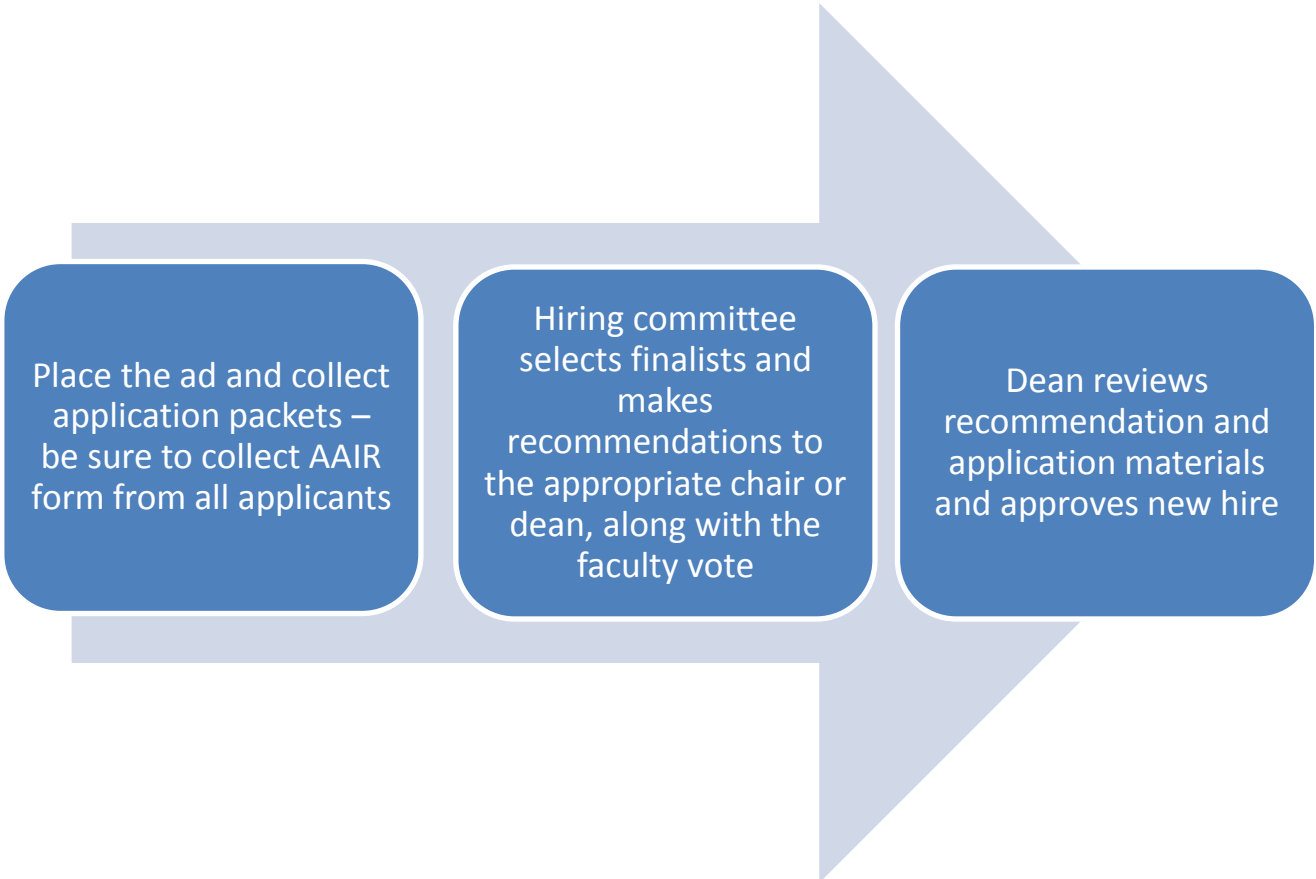
# Agenda

- Introduction
- Faculty recruiting overview
- Planning your recruitment
- EEO/AA policies and guidelines for advertising
- Advertising Guide
- ISO guidelines for advertising
- Advertising Template
- Criminal background checks
- Questions



Faculty appointments are governed by section 24-52 of the Faculty Code (Procedure for New Appointments)

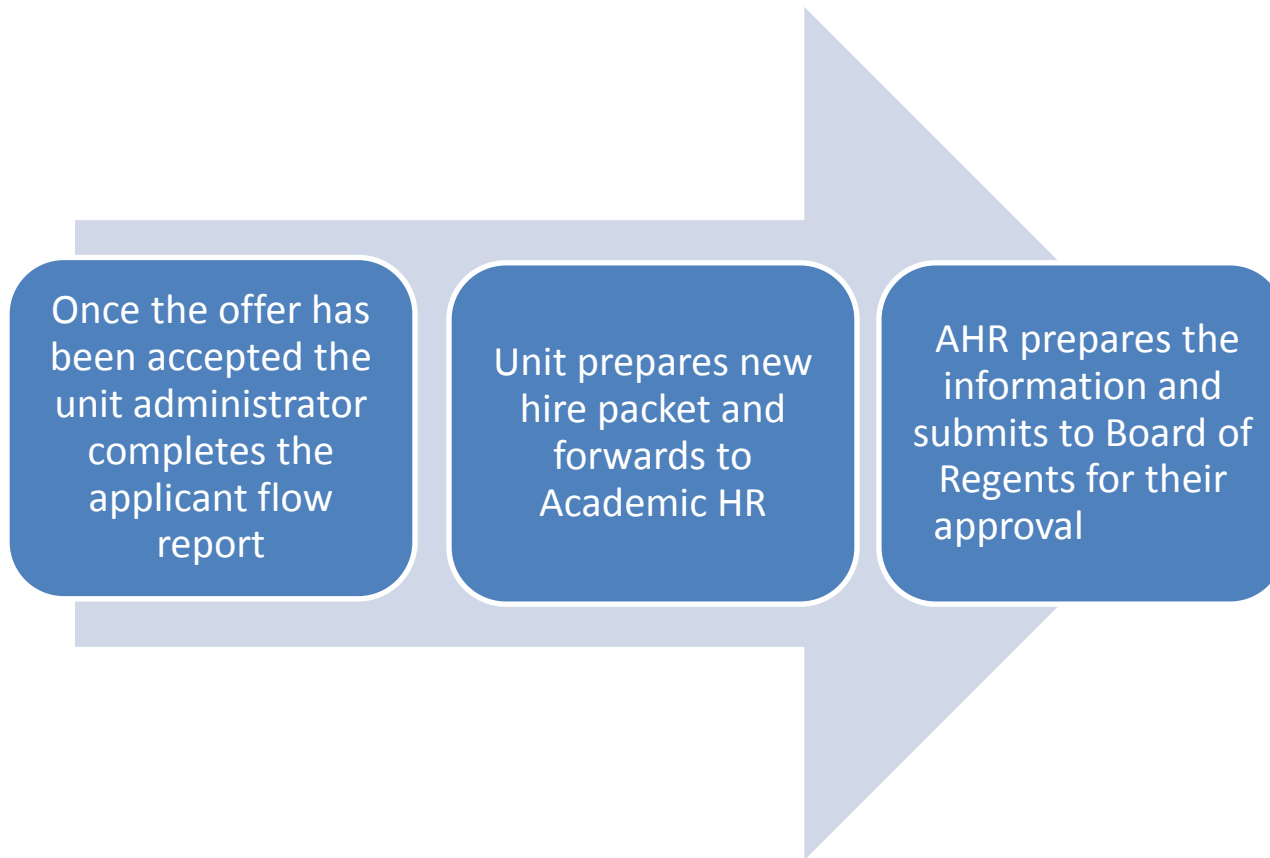


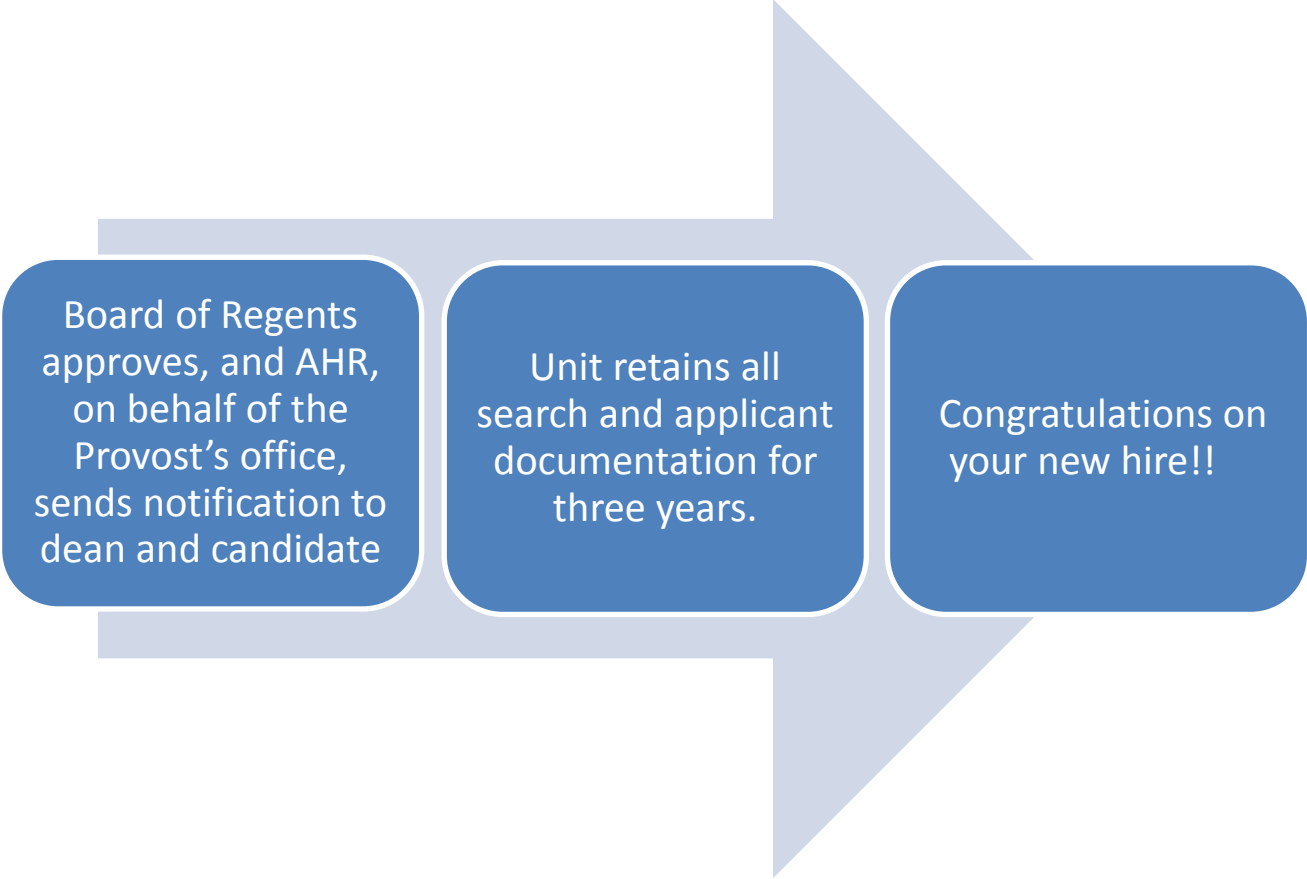


Place the ad and collect application packets – be sure to collect AAIR form from all applicants

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





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
- Issues to consider:
  - What are the needs of the department?
  - What types of positions are needed?
  - What are the available resources?
  - Diversity considerations
- Consult the Faculty Recruitment Toolkit for information and resources about enhancing your search, marketing the position, determining selection criteria and evaluation methods, etc. The toolkit can be found here:  
<http://www.washington.edu/diversity/faculty-advancement/faculty-recruitment-toolkit/>

# 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

- 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
- Search committees need to be certain that the criteria used for selection accurately reflect the requirements in the job description, and that these criteria are free of bias.



# 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. An Affirmative Action Information Request must be sent to all applicants.
  - 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/>

# Advertisement Guide

- The Academic Personnel Advertisement Guide can be found here:  
<http://ap.washington.edu/ahr/administrators/recruitment/posting-positions/academic-personnel-advertisement-guide/>
- 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 job codes 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.”*

# Advertisement Guide

## Required Content for Ads

- Equal Opportunity/Affirmative Action Statement

“University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.”

Please see the EOAA website for further information:

<http://ap.washington.edu/eoaa>



# 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.
- ***Worst case scenario – what happens if.....??***

# Advertising Template

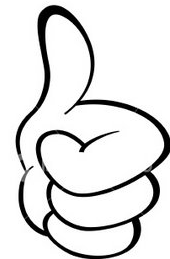
The AHR Advertising Template can be found here:

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

Ads submitted via the Ad Template will be reviewed by AHR and ISO. We strive to provide responsive and consultative review and will contact the unit with feedback, questions or approval within 4 business days.

# Advertising Approval Process

- 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, and 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.



# Criminal Background Checks

UW is committed to the safety of students, patients, clients, academic personnel and staff. UW conducts criminal conviction history checks as part of its employment process for positions that are identified as security/safety sensitive, and/or subject to the Washington State Child and Adult Abuse Law (CAAL).

# Criminal Background Checks

At the time of recruitment for a new or vacant position, all final candidates who will be working with members of certain populations must undergo a criminal background check performed through A-Check America.

Will the person in the position have unsupervised access to:

- Children under 16 years of age
- Developmentally disabled adults
- Vulnerable populations

# Criminal Background Checks

- Hires having access to select agents (defined by the Patriot Act of 2001) are subject to federal background checks – UW EH&S will notify the employing units when this is required.
- 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/>

# Resources

- AHR website: <http://ap.washington.edu/ahr/>
- ISO website: <http://ap.washington.edu/ahr/international-scholars/>
- EOAA website: <http://ap.washington.edu/eoaa/>
- Faculty Recruitment Toolkit:  
<http://www.washington.edu/diversity/faculty-advancement/faculty-recruitment-toolkit/>
- Your AHR Specialist:  
<http://ap.washington.edu/ahr/contact/>

# Questions?

