FACULTY RECRUITMENT

February 21, 2024

AGENDA

- **Preparation**

- **Office for Faculty Advancement**

- **Interfolio**

- **Building the job posting – Academic HR considerations**

- **Reasons why Academic HR may return an ad for edits**

- **International Scholars Operations (ISO) considerations**

- **Reasons why ISO may return an ad for edits**

- **Questions, resources, and recap**

PREPARATION

Long-range hiring plans should begin far prior to when the job ad will be posted.

- Confirm budget and approved Hiring Plan

- Determine specific **goals** for the search

- **Form Search Committee**

- Understand importance of equity and inclusion

- Provide training to committee on interrupting bias

COMMITMENT TO EXCELLENCE

The University of Washington is committed to being the best educational institution in the country, credited for scholarship, research, teaching, and service around the world.

Open competitive recruitment is crucial to supporting the mission of bringing the best and brightest to our institution.

Outreach enriches applicant pools by attracting highly qualified and diverse applicants.

Open competitive recruitments include those that have been historically underrepresented, marginalized, or disadvantaged in specific academic disciplines or in higher education as a whole.

EQUAL OPPORTUNITY

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, citizenship, sexual orientation, age, marital status, gender identity or expression, genetic information, disability, or status as a protected veteran.

EOAA Information - https://hr.uw.edu/eoaa/

NON-DISCRIMINATION

Exercise care to avoid making unfair pre-employment inquiries, whether on forms, during interviews, or when requesting information concerning applicants.

Pre-employment inquiries which discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information are prohibited by the University of Washington's policy and state and federal laws.

More information - https://hr.uw.edu/eoaa/pre-employment-inquiries/

Office for Faculty Advancement

Chadwick Allen

Associate Vice Provost for Faculty Advancement
Professor of English
Adjunct Professor of American Indian Studies

OFA Programs to Support Faculty Recruitment

Handbook of Best Practices for Faculty Searches

- Online Toolkit

Workshops for Search Committees

Webinars on Hiring Practices

Faculty Recruitment Initiative

DEI STEM Faculty Recruitment Initiative

NW Higher Education Recruitment Consortium

UNIVERSITY *of* WASHINGTON

OFA Programs to Support Faculty Retention

Faculty Retention Initiative	Faculty Advancement Initiative	National Center for Faculty Development and Diversity

UNIVERSITY *of* WASHINGTON

OFA Workshops

Legal & Policy Contexts for Faculty Hiring

Anti-bias Training for Faculty Hiring Committees

Anti-bias Training for Leadership Hiring Committees

Role of the Whole Faculty in Hiring & Retention

Tailored workshops

Office for Faculty Advancement

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www.washington.edu/diversity/faculty-advancement/

INTERFOLIO

INTERFOLIO - FACULTY SEARCH

Academic job searches are managed through Interfolio's Faculty Search – the UW's applicant tracking system.
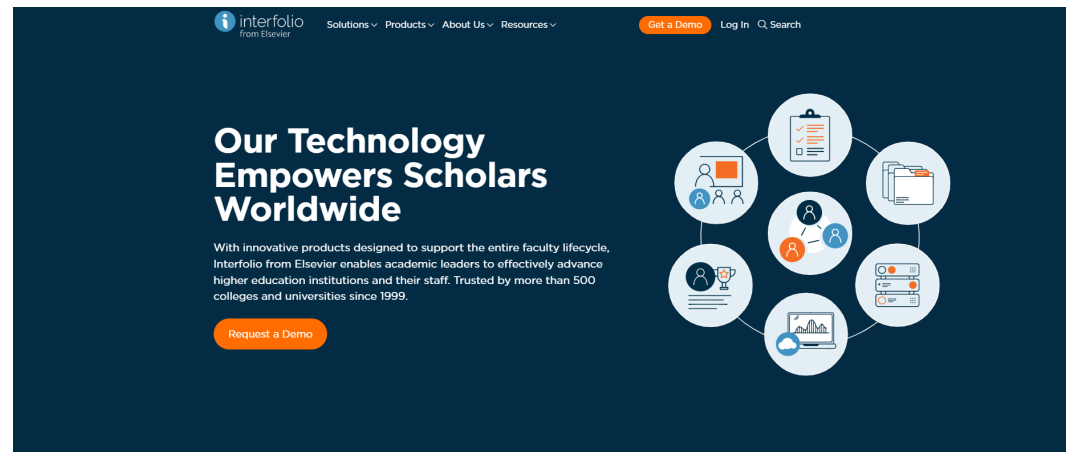
All competitive searches for academic personnel are administered through Interfolio. Supports end-to-end recruitment process, maintain accuracy, record keeping and integration with other UW systems

REQUIRED/OPTIONAL SEARCH

- Some academic personnel titles *require* competitive recruitment; others do not

- Review the [Academic Titles and Ranks](#) for details

- Regardless, all academic searches must run through Interfolio

KNOW BEFORE YOU START

Know before you go:

- Does your school/college/campus (s/c/c) have departments?

- Is the position eligible for permanent residence?

- Is the position on your s/c/c hiring plan?

Visit the OAP Interfolio FS Position Types page

PERMANENT RESIDENCE

Eligible for UW Permanent Residence Sponsorship:

- Assistant professor, associate professor, and professor (tenured, tenure track, WOT, research, and teaching).
- Clinical Dental Pathway Titles
- Administrative appointments when made concurrent with a new academic appointment.

See Permanent Residence Sponsorship page for more information

HIRING PLAN

- It is expected that your initial hiring plan submission is comprehensive and includes all of the positions that your unit intends to search for and fill in the current hiring cycle.

- Requirements are reviewed by the provost annually and are subject to change.
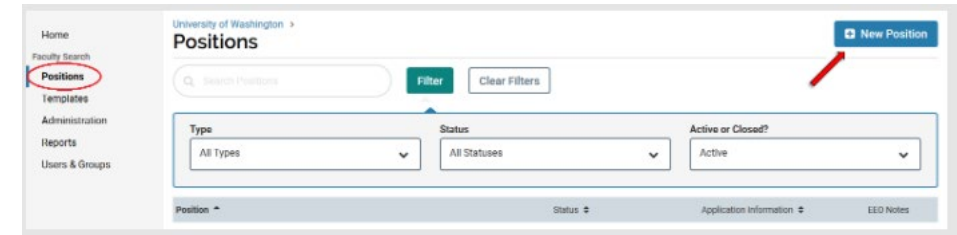
Generally, the following actions require hiring plan approval:

- New recruitments in the required titles and ranks
  - This includes all professorial hires in the tenure, WOT, research, teaching, and clinical dental pathway tracks

- Consideration for award of tenure to non-tenure track professorial faculty

- Track changes for an existing faculty member

- Modifications to previously approved positions

INTERFOLIO POSITION TYPES

"Position Type" determines how your Interfolio ad will be routed for review.

Note: Once a Position Type is set in Interfolio, it cannot be edited. If you choose the wrong level, your ad will be returned, and you will need to start the process over again from the beginning.
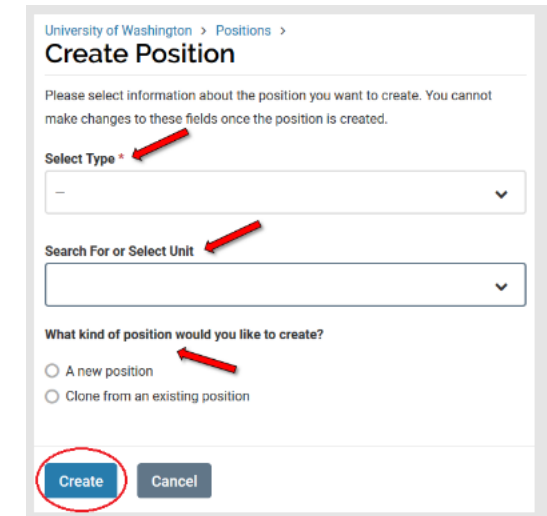
POSITION TYPE DECISION TREE
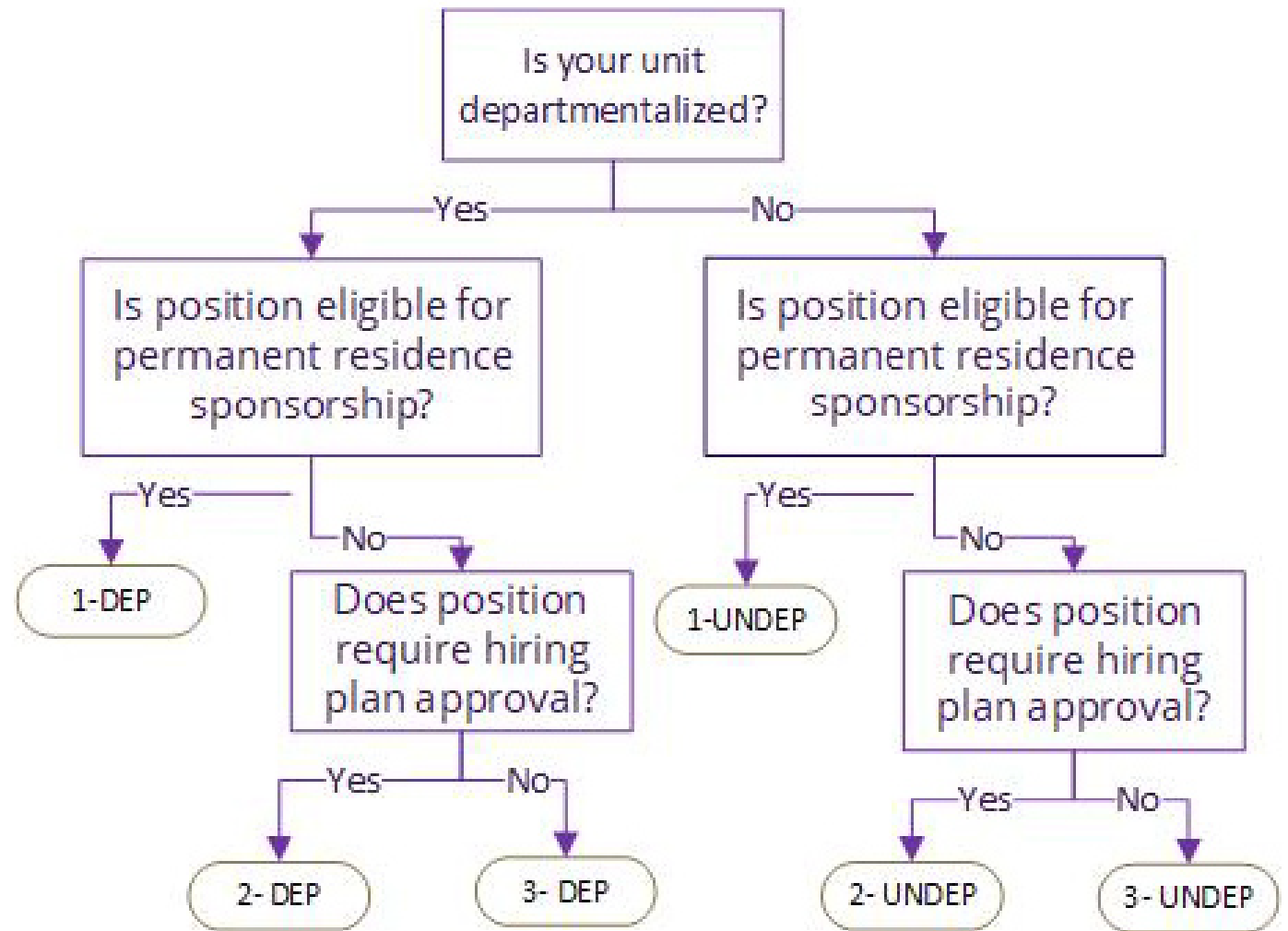
REVIEW DETAILS

1-DEP/UNDEP	2-DEP/UNDEP	3-DEP/UNDEP
• Positions eligible for permanent residence sponsorship • Reviewed by ISO and AHR.	• Positions on hiring plan but not eligible for permanent residence sponsorship • Reviewed by AHR only.	• Positions not on hiring plan and not eligible for permanent residence sponsorship • Minimal AHR review; units are primarily responsible for ad content

BUILDING THE JOB POSTING

POSITION DETAILS

Include the following position details

- Title: Instructor, Lecturer, Professor, etc.

- Track (if applicable): Tenure/Tenured, Research, Teaching, WOT, etc.

- Rank: Applies to the level of a position within the track hierarchy; Assistant, Associate or (full) Professor

- Specialization: Can be the department name or an area of study or specialization.

- Unit: Name of your department; could also be school or division

- Location: Should always include city

  - If multiple states, identify all

  Close date must be at least 30 days after the Open Date

POSITION DETAILS (cont'd)

- FTE expectation: Can be full-time, part-time, FTE percentage, etc.

- Service period: Must be 9 or 12 months

- Anticipated Start Date: Can be calendar date, month, or quarter

- Number of positions approved for ad

- For open rank/multiple rank titles: Must include "Commensurate with experience and qualifications" or similar wording

Position details must be in alignment with requirements on the Academic Titles and Ranks page
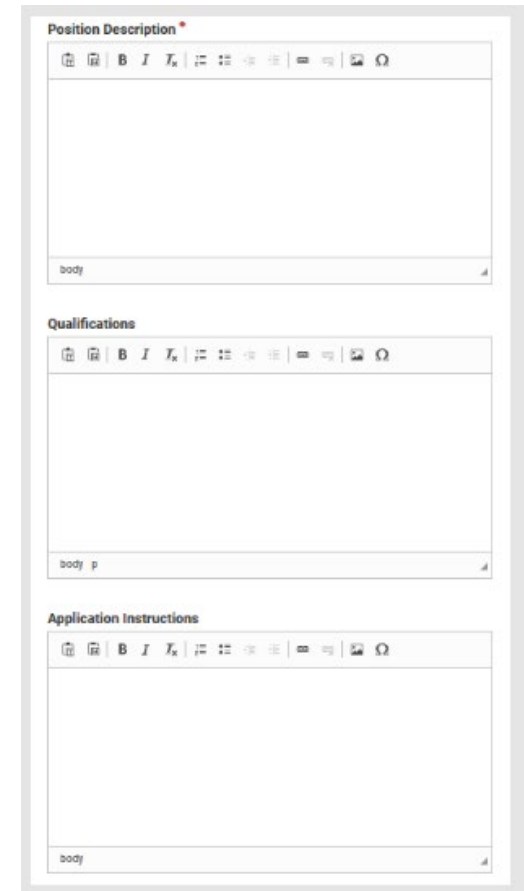
POSITION DETAILS (cont'd)

MUST ALWAYS INCLUDE one of the following:

- Tenured: Associate Professor and Professor rank only

- Tenure-Track: Assistant Professor or Associate Professor Tenure-Track and Professor Tenure-Track

- Without Tenure: Positions without tenure due to reasons of funding (WOT); includes Assistant Professor rank

- Non-Tenure: Positions not eligible for tenure, excluding WOT track

POSITION DESCRIPTION

MUST ALWAYS INCLUDE:
- Appointing Unit
- Rank and Title
- Discipline/Area of specialization and sub-discipline if applicable
- Indication of full or part time status or potential for either
- Service Period
- Relationship to tenure
- Anticipated Start Date
- Number of positions
- Essential Functions or expectations of the position
- Monthly Base Salary range and other planned compensation
- Qualifications
- Application Instructions

DESCRIPTION: SALARY

Washington State law (RCW 49.58.110) requires employers to "disclose in each posting for each job opening":

1. The wage scale or salary range for the position

2. A general description of all other compensation to be offered to the hired applicant

3. A general description of all of the benefits to be offered to the hired applicant

For information see Salary Disclosure in Academic Postings

DESCRIPTION: SALARY (CONTINUED)

Units must include the following language in all ads:

"The base salary range for this position will be [enter salary range] per month, commensurate with experience and qualifications, or as mandated by a U.S. Department of Labor prevailing wage determination."

Use the following language for PDR ads:

"This position is paid directly by [name of outside entity] and receives no UW compensation. Please refer to [name of outside entity] for information about compensation for this position."

DESCRIPTION: EOAA STATEMENT

UW's [Equal Employment Opportunity statement](#) is automatically appended to each ad that reads:

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, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Units and schools/colleges/campuses may also include their own S/C/C Diversity, Equity and Inclusion statement.

Statements must not include preferences, however, there are **4** groups you may "encourage" to apply:

- Women
- Minorities
- Protected veterans
- Individuals with disabilities

QUALIFICATIONS

- This section must include
  - Degree requirements: Check OAP [Titles and Ranks](#) section
  - Any other minimum requirement (e.g. certifications, specialties, etc)
- This section should not include:
  - Job duties
  - Anything that is not a minimum requirement for the position

COLLECTIVE BARGAINING LANGUAGE

- Postdoctoral Scholar ads must include the [UAW ad template language](#)

- Librarian ads must include [collective bargaining language](#)

INTERNAL NOTES SECTION

- **Position ID or Requisition Number:** If hiring plan position, enter UW hiring plan #

- **Hiring Plan field**: Identify where the ad will be posted

  ◦ Journals, listservs, job boards, publications

  ◦ Seminars, conferences, peers at other institutions

  ◦ Articulate good faith efforts to reach underrepresented groups

Visit the Instructions on Finding Current Affirmative Action Placement Goals and Affirmative Action and Diversity pages

MOST COMMON REASONS AHR RETURNS ADS

COMMON AD ERRORS

- *Open rank ads*: NOT including "Commensurate with experience and qualifications" or similar wording

- *Ads for hiring plan positions*: Hiring plan number omitted or incorrect

- *Ads for positions not eligible for tenure*: NOT stating that the position is "non-tenured"

BUILDING THE JOB POSTING – ISO REVIEW

1-DEP/UNDEP ONLY

JOB DESCRIPTION

ISO reviewer will check ads for the following:

- Description of teaching duties: Can be detailed, or just "All UW faculty engage in teaching, research, and service"

- Should NOT include any requirements/qualifications

JOB QUALIFICATIONS

ISO reviewer will check ads for the following:

- A list all acceptable degrees and "or foreign equivalent."
  - Include field of study and/or "related field," or "relevant field"
- Only concrete minimum requirements that can be documented

DOCUMENTING REQUIREMENTS

For permanent residence sponsorship:

- U.S. Department of Labor considers all qualifications to be minimum requirements, even if vague or listed as "preferred"

- Unit must document that the selected candidate meets **all** listed minimum requirements.

PREFERENCES AS JOB DUTIES

Preferences and vague requirements can be reworded as job duties in the description.

PROBLEMATIC	ACCEPTABLE
We especially encourage applicants with an interest in teaching a diverse student population using innovative teaching techniques	The successful candidate will be expected to teach a diverse student population using innovative teaching techniques
We seek an Assistant Professor with a commitment to excellence in teaching Esoterics	The Assistant Professor will be expected to provide excellent teaching in Esoterics
Must have a passion for interdisciplinary education and mentoring	Will be expected to mentor and teach students in an interdisciplinary environment

PREFERENCES AS "POSITIVE FACTORS"

Preferences can also be incorporated as "Positive factors for consideration include but are not limited to . . ." in the description

PROBLEMATIC	ACCEPTABLE
Preference will be given to applicants with XYZ experience	Positive . . . not limited to experience with XYZ
Completion of a residency in ABC preferred	Positive . . . not limited to completion of a residency in ABC
The ideal candidate will be board certified in Nephrology but we will consider candidates who are certified in another area	Positive . . . not limited to board certification in Nephrology

POSTING IN EXTERNAL SOURCES

Ads in external sources should use same content as approved Interfolio ad

- At a minimum, all job requirements and duties must be included in external postings or the unit may be unable sponsor the position for permanent residence
- Abbreviated external ads should include a hyperlink to the full ad
- You **must** contact your AHR specialist before making any changes to an approved Interfolio ad

MOST COMMON REASONS
ISO RETURNS ADS

INCORRECT PLACEMENT OF DETAILS

- Avoid listing requirements in description
  - E.g. "We seek a Professor of Esoterics with **a national reputation** in XXX. . ."

- Avoid listing preferences in qualifications
  - E.g.
    - We are "interested" in candidates with 2 or more years of clinical experience."
    - Words such as "preference", "preferred", "particularly", "especially", "ideal", etc.

- Avoid non-requirements (e.g. Job duties, description of UW, benefits) in qualifications
  - These belong in the description

VAGUE OR EXCESSIVE REQUIREMENTS

- Avoid vague requirements: **Don't use** words such as "interest", "commitment", "passion", etc.

- Avoid ads with too many requirements; may raise prevailing wage
  - List only the minimum requirements essential to the position

TRAINING RECAP

- How to choose the correct position type

- How to build an ad posting

- Common errors that occur when building an ad

- How to properly state job preferences in your ad

QUESTIONS?

RESOURCES

Planning a Hire

https://ap.washington.edu/ahr/policies/recruitment/planning/

Create a Position user guide

https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/create-a-position-user-guide/

Managing a Position user guide

https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/managing-a-position-user-guide/

Creating Ads for Permanent Residence Sponsorship Eligible Positions

https://ap.washington.edu/ahr/policies/recruitment/planning/permanent-residency-requirements/

Recruitment	↑
Planning a Hire	
Posting Jobs	
- Create a Position User Guide	
- Interfolio FAQ	
- Managing a Position User Guide	
- UW Evaluator's Guide to Interfolio Faculty Search	
Interview and Hire Process	
Making an Offer	
Academic Personnel Criminal Background Checks	

THANK YOU!