

CHECKLIST FOR FULL-TIME FACULTY HIRING OF
TENURED/TENURE-TRACK AND RANKED FACULTY
Effective 02/02/2024

This checklist outlines the steps that should be followed in the process of hiring full-time faculty at the University of Missouri - Kansas City. Searches for all full-time tenure-eligible and ranked faculty, whether for a newly created or vacant position, require prior approval from the Provost. Additional information regarding the academic hiring process may be found on the UMKC HR website at <https://info.umkc.edu/academichiring/>

The Human Resources Academic Manager/Specialist and Academic Hiring Coordinator support faculty search committees with research-based equitable and inclusive hiring practices. Search committees are encouraged to ask questions and request additional support at any stage in the search process.

1.0 Request Approval to Hire

- Dean submits hiring requests in Teams folder on spreadsheet provided by Provost
- Approval to hire indicated by Provost on spreadsheet in Teams folder

2.0 Initiating the Search Process/Documentation

- Dean works with Department/Division Chair to appoint an inclusive search committee aligned with the recommendations of the UMKC Task Force of the Recruitment and Retention of Diverse Faculty and Staff and contacts department/division chair.
- Search Committee Chair contacts the Academic HR Manager (Susan Hankins) to initiate search committee processes, receive required forms, instructions, and recommendations for drafting an inclusive job ad, recruitment plan, and to discuss any unique needs of the unit for this search, i.e. endowed position, includes administrative role, hire for satellite campus, etc.
- Search Committee drafts job ad and recruitment plan, sends to Dean for review
- Unit Dean completes **Recruitment Process Information Form**, with all required signatures and emails form to Academic HR Manager with draft of job ad and recruitment plan worksheet attached with dept/division chair and search committee copied. Draft ad and recruitment plan must be submitted at least 4 business days prior to the date planned for posting on the UMKC e-recruit website.
- Search committee members complete the required online training through the Percipio Learning Management System
 - Course: <https://share.percipio.com/cd/p12ByV-5q>
 - Transcript: <https://share.percipio.com/cd/JEQcxDMUO>

3.0 Prior to posting or immediately thereafter, search committee chair and/or committee meet with Academic HR Manager and/or Academic Hiring Coordinator for *Search Launch*, about 15-30 minutes, to include:

- *Getting Started* – components and impact of a successful search, university mission, goals, student needs, and record keeping
- *The Role of the Search Committee members* – delegation of responsibilities and processes, staff support, external posting of position, professional organizations and contact lists, updating your Dean
- *Recruitment Processes* – setting a timeline, reviewing in the e-recruit system, rubrics for applicant review/interview, confidentiality, screening, references, requesting transcripts for finalists

- *Completion of a Search* - making a committee recommendation to the hiring authority, uploading the hiring file, contacting candidates not selected, and debrief
- *Questions* from the committee members and additional resources available

4.0 Finalize Job Description, Advertisement, and Recruitment Plan

- Search Committee finalizes job description considering discussion and recommendations from the Academic HR Manager
 - If needed, search committee chair emails revised job description to Dean for final approval
 - Search committee chair emails job description approved by the Dean to the Academic HR Manager
 - Academic Manager posts the job to UMKC eRecruit and notifies Search Committee Chair of the Job Identification number and active posting
- Academic unit advertises position using approved job description and recruitment plan
 - Unit must obtain and retain copies of postings and outreach for position**
 - National posting must be up for a minimum of 30 days prior to-candidate review for tenure-eligible positions and to hire international candidates
- Search committee begins direct outreach to professional network and colleagues.
 - Academic Hiring Coordinator can assist with email and web-based dissemination of advertisement, facilitate connections with HBCUs and other doctoral/terminal degree-granting institutions with highly diverse student populations
 - Academic Hiring Coordinator will check number of applicants after a few weeks and notify chair if interest seems modest and additional sourcing may be needed to increase applicant interest in the position
- Search Committee comes to consensus on a tentative schedule for the processes of the search and all reserve agreed times on their calendar

5.0 Review Applicant Pool

- Search Committee Chair reviews applicants and rejects *only those applicants not meeting minimum qualifications* as listed in job posting; if ABDs will be considered, this must be kept in mind during the review process
- Applicant status is updated with the most appropriate status/disposition

6.0 Initial Review of Applications, Select Candidates for First Round Interview

- Search Committee reviews job advertisement and stated goals for the hire and creates a rubric for interview that collectively will provide information from the candidates necessary to establish candidates for first round interviews
- Search Committee drafts questions to be used with all candidates and establishes which committee member asks question
 - Search committee may establish what information they would like to see a candidate provide when answering the question
 - Search committee encouraged to provide interview questions to candidates ahead of interview
- Search Committee reviews applicants and proposes candidates for interview, sends list along with interview questions and proposed rubric to dean or dean's designee for approval
- Search committee chair or staff support invites dean approved candidates for Zoom/phone/webinar interview using the same interview medium for all candidates
- Search committee interviews candidates using agreed upon questions and rubric
 - Candidates should be asked if under consideration from any other UM System campus and informed that if selected as a finalist, our university has a practice of requesting transcripts and optional off-list referencing for position finalists

7.0 Review Applications, Appropriately Status Applicants, Select Finalists

- Search Committee reviews applicants interviewed and proposes finalists for interview, sending unranked list of finalists with CVs to Dean for approval to invite to campus or final round
- Applicants' status updated in eRecruit, with the exception of finalists
- Search Committee requests transcripts from finalists
- Search Committee or support staff schedules interviews with finalists. If dean of the unit wishes for the Search Committee to conduct optional off-list referencing, the Search Committee requests approval from candidate by email:
 - Candidate approves request for off-list referencing: Yes No
 - If yes, candidate must be offered opportunity to provide names to be excluded from off-list referencing
- Search Committee determines how finalists will be evaluated and concentrates on equal opportunity practices and need of the students and the department
- Search Committee conducts interviews with finalists, completes on-list referencing and optional off-list referencing if approved by candidate
- Search Committee meets to finalize search and submits unranked list of final candidates to the dean, noting strengths and areas for development for each candidate and provides references to dean
- Dean selects which finalist will move forward to receive offer and informs Search Committee Chair and department/division chair
- Unit dean or designee submits offer details to Academic HR Manager (Hankins) using [Offer Letter Request Form](#)
- Academic HR Manager (Hankins) generates offer letter draft and sends to Provost/ Designee for review and approval
- Academic HR Manager sends approved letter to unit for Dean's review and signature

8.0 If hire approved, offer extended

- Unit dean or designee notifies candidate of offer and negotiates details
- Dean works with Academic HR Manager (Hankins) to obtain Provost approval for any changes to offer that arise during final negotiation with candidate
- Offer letter finalized
- Dean or designee emails a pdf. of final offer letter to candidate
- Candidate signs final offer letter and returns it to Dean's office. Dean's assistant sends copy to Provost Lundgren, Academic HR Specialist (Hankins), Faculty Affairs Specialist (Popoola), Vice Provost for Faculty Affairs, HRBP, and others listed in courtesy copy section of letter

9.0 Hire completed

- HRBP/F enters offer into e-recruit, initiates Criminal Background Check, and uploads Checklist for Full Time Faculty Hiring and all recruitment documentation from search committee into e-recruit as hiring file
- HRBP provides signed offer letter, transcript and credentialing form to HR Operation Specialist to initiate new hire e-paf and upload required documentation
- HR Operations works with new hire for required I-9 documentation
- Unit and department faculty prepare office and any lab space for new faculty member's arrival

Signature below certifies that all steps in the hiring process described on this form have been completed.

HRBP/F of Hiring Unit

Date