

## **EMORY COLLEGE OF ARTS AND SCIENCES SEARCH PROCEDURES**

The College Affirmative Action Committee, in conjunction with the Office of Equal Opportunity Programs (EOP), reviews adherence to the procedures for the recruitment and selection of faculty (tenured, tenure-track, and lecture-track), and principal professional and administrative staff in Emory College. (Temporary faculty are hired under a different set of guidelines.)

**Searches that fail to comply with the procedures set forth below may be terminated.** If you have questions about the process, contact Beth Kivett at (404)727-6059 or ekivett@emory.edu.

**1. Compose Search Committee**

The search committee shall consist of three or more persons who are representative of the diverse Emory community/department. The committee is responsible for maintaining all applicant records and notifying all candidates of action taken on their application.

**2. Develop Position Description**

A copy of the position description shall be provided to all candidates who are invited for interviews and to any other applicants upon request. The description must include the following minimum information:

- a. position title
- b. a general description of job duties
- c. statement of minimum qualifications for the position.

**3. Develop Vacancy Announcement/Advertisement**

All advertisements **must** include the following information:

- a. brief position description
- b. title and academic rank of the position
- c. summary of minimum qualifications (e.g., Ph.D. required)
- d. application deadline or date on which the department will begin review of applications. \*If you state the “date on which the department will begin review of applications”, please put the following statement “applications received before (2-4 weeks after your review begins) will be given full consideration.”
- e. information to be supplied with the application
- f. statement that “Emory University is an EEO/AA employer. Women and minorities are encouraged to apply.”

**4. Develop Recruitment Plan**

The form is online at <http://college.emory.edu/home/administration/policy/index.html>  
Submit the Recruitment Plan and the advertisement to Beth Kivett in Dean Elliott’s office.

5. **Receive Position Vacancy Number**

Ms. Kivett will provide you with a vacancy number after the advertisement and Recruitment Plan have been approved by the Affirmative Action Committee. Do not place any advertisements until you receive the vacancy number.

6. **Advertise the Position Nationally**

Make sure the advertisements run long enough to attract a broad spectrum of candidates, and in no case less than a month before your deadline or “review begins” date.

Methods for publicizing openings must include:

- a. timely advertisements in the major professional journals and registries of the discipline
- b. timely advertisements in publications (newsletters, journals) of minority and women’s organizations associated with the discipline, such as either *INSIGHT Into Diversity* or *Diverse*.

In addition, methods for publicizing openings may include, but are not limited to:

- a. direct letters to graduate departments
- b. contacts with minority, women’s, disabled persons’ and veterans’ organizations
- c. requests for referrals from persons active in the discipline, including women, minorities, disabled persons, and veterans
- d. contacts with institutions and departments having high enrollments of women, minorities, disabled persons and/or veterans.

Take specific affirmative steps to recruit women and minorities for the position. If women and minorities are under-represented in the unit or if normal recruitment procedures yield a lower representation of female and minority applicants than would reasonably be expected from availability pool data, then vigorous and systematic efforts must be made to locate and encourage the candidacy of qualified women and minority group members.

Keep a copy of each advertisement for the file. Print all online advertisements.

7. **Acknowledge Applicants and Email Self-Identification pdf**

Send the following to each candidate who expresses an interest in the position (regardless of whether the individual meets the minimum qualifications):

- a. an acknowledgement email that the application was received
- b. Attach EOP cover letter pdf with the link for the self-identification form embedded into the pdf

Ms. Kivett will supply the pdf you will email to all applicants.

8. **Develop Job Search Report**

After the deadline or “review begins” date stated in your ad, the chair of the search committee or of the department should complete a Job Search Report (located online at <http://college.emory.edu/home/administration/policy/index.html> ) and submit it to Ms. Kivett **prior to the issuing of invitations** to any candidates for campus interviews. Availability pool data is listed on the Search Activity Report and applicant pool data can be obtained from the Equal Opportunity Programs Office.

The search committee or department chair should send the original paperwork to Ms. Kivett. The College office then sends the paperwork to the College Affirmative Action Committee to discuss the Job Search Report and to provide any needed additional information. Following notice of approval of the Job Search Report, candidates on the short list may be invited to campus.

9. **Interview Final Candidates**

Ensure that interview procedures for all candidates are uniform. Interviews with potential candidates shall not address questions of race, sex, sexual orientation, family obligations, disability, or veteran status. Inquiry may be made into an applicant’s ability to perform job-related functions. Personal background questions must be shown to be directly related to satisfactory job performance and must be asked equally of all candidates.

10. **Request Permission to make an Offer**

The Department Chair should e-mail the specifics of the proposed offer to Dean Michael A. Elliott (mellio2@emory.edu). Include the following information:

- a. name of candidate
- b. recommended rank
- c. special recommendations for the offer (e.g., detailed information on startup funds, early review for tenure)
- d. recommended salary
- e. salary justification.  
The salary must be based on the quality of the application materials, the salary of others in the department at rank, and a balance between attracting a candidate and maintaining a sound budget.
- f. In the case of an offer with tenure, notify Dean Elliott immediately so that the CV and other application information can be previewed by the Tenure and Promotion Committee. **No offer for a tenured appointment can be made from the College until Tenure and Promotion has vetted the CV.**

The Deans will review the request and Dean Elliott will notify the Department Chair of the approved terms of the offer.

11. **Conduct Negotiations**

The Department Chair normally conducts all negotiations with the candidate. Any changes in the terms of the offer must be reported to Dean Elliott and approved by the Dean. Use the following when discussing the offer with the candidate.

a. **Employment Start Date**

The official date of employment for new faculty is September 1<sup>st</sup>, with the two semester salary paid in twelve monthly installments. The Chair may request an earlier or later start date. Monthly salary installments will be adjusted according to the start date.

b. **Research and Travel Fund**

Assistant Professors who aren't in the Sciences usually receive a \$12,000 research and travel fund, to be used during the pre-tenure period of the appointment. The amount of the fund is not negotiable.

c. **Computing Allowance**

Incoming faculty who aren't in the Sciences usually receive a \$2,000 allowance for the purchase of computer hardware and software. Should faculty have academic computing needs that exceed this amount, the department chair should contact the Manager of Emory College Computing Support, Michael Derry. Prior to or upon arrival at Emory, incoming faculty should work with Mr. Derry to put together a computing package. Purchases will be handled through the College Office.

d. **Startup Fund**

Faculty in the Sciences usually receive funds to aid in the establishment of their labs and to purchase computer hardware and software. Prior to or upon arrival at Emory, incoming faculty should work with Mr. Derry to put together a computing package. Purchases will be handled through the College Office.

e. **Moving Allowance**

New faculty customarily receive an allowance to cover the cost of moving their household effects to Atlanta. All allowances must be approved by the Dean.

12. **Make Employment Offer**

After the candidate verbally accepts the Department Chair's offer of employment, the Chair should e-mail the final terms of the offer to **Susan Lee**. She will prepare the offer letter, the purpose of which is to confirm the offer that has already been verbally accepted. Before sending the letter to the candidate, she will e-mail a draft to the Chair for approval. The offer letter will only refer to commitments made by Emory College. If the offer includes a commitment from the department (graduate student lines, space, etc), the chair should write a separate letter to the candidate and provide a copy to Ms. Lee.

13. **Employment Requirements**

a. **Ph.D. Requirement**

Incoming faculty who earn the Ph.D. after September 1 will be appointed Instructor and their annual salary will be reduced by \$2,000. The candidate will be recommended for promotion to Assistant Professor, and the salary will be adjusted, on the first month following receipt of confirmation that the Ph.D. has been completed. Emory's regulations require that the Ph.D. be completed no later than December 15 of the second year of the appointment.

b. **U.S. Immigration Laws**

All employees must demonstrate legal status permitting them to work under applicable U.S. immigration laws. Departments are responsible for the paperwork to obtain employment authorization. For assistance, please contact the International Student and Scholar Programs Office (ISSP) at (404)727-3300. You are urged to contact ISSP early, since employment authorization is a lengthy process. In addition, applications for permanent residency require information from the job search. Contact ISSP to make sure that you maintain the appropriate information from the search.

c. **Proof of Degree Requirement**

The Southern Association of Colleges and Schools (our accrediting agency) requires that we have "proof of highest degree" for every faculty member. In order to satisfy this requirement, the candidate must have an official transcript that indicates that the degree was awarded sent directly to the College office from the PhD granting institution. ***Candidates must provide an official transcript before beginning the appointment.*** This applies to all candidates: full-time, part-time, temporary, lecture-track, and tenure-track (junior and senior candidates).

14. **Complete Search Activity Report (SAR)**

As soon as the search ends, complete the SAR and submit the original (with signatures) to Ms. Kivett. When completing the SAR, please list all candidates who were on the short list of your search. You will also need to supply information as to why the candidate was not chosen. Please refer back to your original ad as to why particular candidates were not chosen and why you chose the final hire.

15. **Final Information**

All materials required as evidence of professional competence must be the same for each candidate at each stage of the screening process. All materials considered in the selection process (including interview notes) should be maintained on file for three years.

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