Name of Policy: Recruitment and Hiring of Non-Clinical Faculty

Policy Number: 3364-81-11-001-01

Approving Officer: Chancellor and Executive Vice President for Biosciences and Health Affairs and Dean of the College of Medicine and Life Sciences

Responsible Agents: Associate Vice President for Finance & Strategic Planning, Director of Faculty Affairs, and Vice Chancellor, HSC

Scope: Faculty, College of Medicine and Life Sciences

(A) Policy statement
The College of Medicine and Life Sciences will follow established guidelines and policies for recruitment and hiring of qualified non-clinical faculty members.

(B) Purpose of policy
To ensure uniformity and eligibility for appointment to the faculty in the College of Medicine and Life Sciences and to comply with the institutional Equal Opportunity policy (#3364-50-02) and other pertinent hiring policies.

(C) Scope
This policy applies to recruitment and hiring of faculty in the College of Medicine and Life Sciences.

(D) Procedure
1. All non-clinical faculty searches must be approved in advance by the Dean of the College of Medicine and Life Sciences. Recruitment requests will be evaluated by the Dean and other members of the executive administrative team to ensure alignment with the strategic direction of the University and College of Medicine and Life Sciences.

2. If a committee is deemed necessary, the Department Chair will select committee members and appoint a chairperson. The search committee shall be as diverse as possible, and all search committee members must complete/have completed diversity training (Policy #3364-12-02).

3. Responsibilities of the search committee include:
   a. Developing position specifications
   b. Selecting advertising mediums and preparing advertisements
c. Reviewing applications to determine if applicants meet the advertised qualifications

d. Developing interview questions

e. Evaluating and comparing candidates

f. Ensuring that equal employment opportunity practices are followed and making a good faith effort to recruit and hire individuals from underrepresented minority groups

g. Maintaining appropriate confidentiality about search committee proceedings

4. Advertising should be done in a way to reach the largest possible audience of persons qualified for and interested in the position. Advertisement to take place in national media sources as well as publications that specialize in circulation to women and minority groups. The Office of Institutional Diversity will make a good faith effort to recommend publications to target underrepresented groups, and suggest methods which are most likely to result in the inclusion of qualified minorities and women in the applicant pool. Good faith efforts shall be made in all searches to increase minorities and women in the applicant pool.

5. Once all of the interview evaluations have been collected, the committee should refer again to the search criteria, and also come to some agreement on other qualities that have come to light about each candidate while he/she was on campus. The committee shall make a recommendation to the department chair.

6. The department Chair will recommend to the Dean a final candidate for appointment to the faculty. All of the following will accompany the recommendation.

a. Offer of Appointment Authorization (Exhibit B)

b. Recruitment Financial Analysis (Exhibit C)

c. Letter of Intent (Exhibit D)

d. Candidate’s curriculum vitae

8. Upon authorization by the Dean, the letter of intent co-signed by the department Chair and Dean will be sent to the candidate with copies provided to the Office of Faculty Affairs.

9. Faculty appointments at the rank of Associate Professor or Professor must be reviewed by the College of Medicine and Life Sciences' Appointment, Promotions and Tenure Committee. Departments will coordinate with the candidate and the Office of Faculty Affairs the development of the application according to the rules and regulations of the Appointment, Promotions and Tenure Committee.

10. Following signed acceptance of the letter of intent and prior to employment, the department will plan and coordinate all necessary activities to promote the candidate’s successful transition to the College of Medicine and Life Sciences and fulfillment of educational, research and administrative responsibilities. The plan should include, but may not be limited to, the following:

a. Finalization of office and research space;

b. Procurement of office, research supplies and equipment; and

c. Orientation to the department, College, University, and community.
11. The department must notify the Office of Faculty Affairs to coordinate background checking and completion of other pre-employment requirements, as well as employment and benefits paperwork.

12. All faculty appointments go to the Board of Trustees for final approval.

13. All records on faculty searches should follow the guidelines established by the Inter University Council of Ohio regarding public record retention (http://www.utoledo.edu/policies/retention.html)

Policies Superseded by This Policy:
- Formerly A-10-11-00002-0106, renumbered 12/8/11
  Non-Clinical Faculty Recruitment

Initial Effective Date: 1/1/06

Review/Revision Date:
- 1/1/2006
- 3/21/2011
- 11/15/12

Next review date: 11/15/15 (three years from the most recent review/revision date)