FACULTY/STAFF RECRUITMENT AND SEARCH PROCEDURES

Staff Positions - Staff searches are coordinated through an on-line application system managed by AU Human Resources. Approval to implement a search is routed through the HR liaison in the Dean’s office. The head of the department will make recommendations for search committee members to the Dean. The Dean will send an appointment letter to individuals on the committee. The committee charges can be comprised of any of the following: developing the announcement; identifying an appropriate advertising campaign; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. The department HR liaison will work with the HR liaison in the Dean’s office to post the position and establish an appropriate search venue, based on the position’s responsibilities, geographic location of the position and other unique factors.

Establishing New Positions - To establish new positions, the head of the department will send a request to the Dean. Once approved, the HR liaison in the Dean’s office will work with the department HR liaison and head of the department to write the position description and process it for approval by the University.

Filling Positions - Once a search is approved, the department HR liaison will work with the HR liaison in the Dean’s office to post the position and establish an appropriate search venue, based on the position’s responsibilities, the geographic location of the position, and other factors. The committee will prepare an interview agenda and interview questions based on the position announcement and responsibilities. Once the position closes, HR will release applications which the committee will review and then make recommendations for interviewees to the Dean. Once interviewees are approved, they will be scheduled for interviews. The committee provides the Dean with a list of unranked, acceptable candidates. No candidate is selected or offered a position without a referral check. Once the top candidate is selected, the HR liaison in the Dean’s office will request a tentative salary referral, which will be approved by the Dean, and can be used as a means to determine if the candidate is interested in the position, taking into consideration the position’s responsibilities and tentative salary. The Dean approves all salaries and conditions and provides the letter of offer once all appropriate procedures have been followed and forms have been processed through HR.

Faculty, Non-Staff Professional, Resident, and Post-Doc Positions - To initiate a search, the Department Head must complete a PROV100 which is then routed through the HR liaison in the Dean’s office and approved by the Dean, then routed to the Provost for final approval. A search committee is appointed by the Dean following recommendations from the Department Head. The Dean then establishes committee charges, which can be comprised of any of the following: developing the announcement; identifying an appropriate advertising campaign; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. The committee will review the applications and make recommendations for interviewees to the respective Department Head who presents the list to the Dean for approval to interview. Once interviewees are approved, interviews are scheduled. The committee provides the Department Head with a list of unranked, acceptable candidates. The Department Head confers with members of the department holding full professorial rank, or if the
department does not include full professorial faculty, with those faculty holding associate ranks. No candidate should be selected or offered a position without submission of personal references and academic transcripts. If it is a faculty position, the unranked list and faculty comments about the candidates will be submitted to the Dean. The department completes and submits the request to hire packet to the Dean’s office for review and approval. This packet includes the completed PROV 100, Form B, Form D, copy of the approved Form A, copy of the approved ad, candidate’s curriculum vitae, and academic transcripts. The Dean will negotiate all salaries and conditions then provides the letter of offer once final approval to hire is gained from the Provost.

**Administrative Positions** - Administrative searches follow the same process as faculty searches.

**SEARCH GUIDELINES**

**Staff Searches** - Staff searches are coordinated through an on-line application system managed by AU Human Resources.

1. To establish new positions, the Department Head or other supervising administrator (e.g., Associate Dean) will send a request to the Dean. Once approved, the Dean’s HR Liaison will work with the Department HR Liaison and the Department Head/Administrator to write the position description and process required forms for approval by the University.

2. The Department Head/Administrator will make recommendations for search committee members to the Dean. The Dean will send an appointment letter to the committee. The committee charges may be comprised of any of the following: identifying an appropriate advertising campaign; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. Each committee member will sign a confidentiality agreement (See attached template).

3. Once a search is approved by AU HR, the Department HR liaison will work with the Dean’s HR liaison to post the position and establish an appropriate advertising campaign, based on the position’s responsibilities, geographic location of the position and other unique factors.

4. Once the position posting closes (application period), AU HR will release applications that the committee will review and then make recommendations for interviewees to the Dean through the Department Head or other supervising administrator.

5. Once interviewees are approved by the Dean they will be scheduled for interviews. The committee will prepare an interview agenda and interview questions based on the position announcement and responsibilities. After all interviews, the committee provides the Dean, through the supervising administrator, a list of unranked, acceptable candidates. No candidate is selected or offered a position without a referral check.

6. Once the top candidate is selected, the Dean’s HR liaison will request a background check, as well as a tentative salary referral. This tentative salary referral will be approved by the Dean, and can be used as a means to determine if the candidate is interested in the position, taking into consideration the position’s responsibilities and tentative salary.

7. Once all appropriate procedures have been followed and forms have been processed through AUHR, an official salary referral and authorization to make an official offer will be provided. The Dean approves the final salary offer and conditions and provides the letter of offer.
Faculty Searches

1. The Department Head must complete a PROV100 which is routed through the Dean’s HR liaison and approved by the Dean.

2. A search committee is appointed by the Dean following recommendations from the Department Head. The Dean then establishes search committee charges, which may be comprised of any of the following: developing the announcement; identifying an appropriate advertising campaign; developing screening criteria consistent with the announcement; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. Each committee member will sign a confidentiality agreement (See attached). The Department HR liaison and/or the Dean’s HR liaison will work with the committee to complete assigned charges.

3. Once a search plan is established, the Department HR liaison will work with the Dean’s HR liaison to process appropriate paperwork through the Dean, Provost, and AA/EEO for approval. No ads can be posted and distributed until this packet is approved.

4. The search committee will develop a list of criteria, based on the position announcement, to be used to screen applicants. The search committee may prepare interview questions for the candidate to complete in writing and/or for use in telephone screening. A template for the interview agenda will be developed by the committee including a presentation topic (if appropriate/applicable), key individuals to interview applicants and facilities/sites to be toured. The supporting staff member for the search committee will use the template to schedule interviews.

5. Once the committee decides which candidates they recommend for on-site interview, the Chairman of the committee will request approval from the Dean through the Department Head to interview the candidates.

6. Following each faculty candidate interview, evaluations will be sought from all faculty/staff members using a HSOP Faculty Candidate Evaluation Form. In some cases, graduate students, residents, and Pharm.D. students will also complete the evaluation form. Feedback from faculty/staff/students/residents must be received by the deadline determined by the search committee. Feedback via this mechanism will provide the search committee/Department Head and Dean information regarding acceptability of each candidate for employment (See attached template). A summary of these comments for all candidates will be made available to the faculty and submitted to the Provost’s office in the hire packet. The Department Head may confer further with respective faculty to discuss each candidate. In order to prevent delay in the hiring process, this discussion must be completed prior to any action taken on hiring. In addition to obtaining written letters of reference about candidates, the search committee is strongly encouraged to make contacts with others who have worked with the candidates prior to recommendations being made to the Department Head/Dean.

7. The search committee will submit an unranked list of acceptable candidates to the Dean through the Department Head. In the event that recruitment for multiple positions is from a common pool of applicants, a list must be provided for each position. The Dean or designee will manage all negotiations thereafter with all candidates.

8. Once a candidate is selected by the Dean the department completes and submits the request to hire packet to the Dean’s office for review and approval. This packet includes the completed PROV 100, Form B, Form D, copy of the approved Form A, copy of the approved ad, candidate’s curriculum vitae, summary of evaluation comments, Initial Appointment Report for Tenure Track Faculty (if applicable) and academic transcripts. No candidate will be selected or offered a position without submission of names of personal references and academic transcripts. The Dean will negotiate all salaries and conditions and provide the letter of offer once final approval to hire is obtained from the Provost.
Establishing Non-Staff Professional, Resident, and Post-Doc Positions – Non-Staff Professional, Resident, and Post-Doc Positions Searches

1. To establish new positions, the Department Head or other supervising administrator (e.g., Associate Dean) will complete the top part of a PROV100 and submit it to the Dean through his HR Liaison. Once approved, the Dean’s HR liaison will work with the Department/Office HR liaison and Department Head/supervising administrator to write the position description for the advertisement.

2. A search committee is appointed by the Dean following recommendations from the Department Head/supervising administrator. The Dean then establishes search committee charges, which can be comprised of any of the following: developing the announcement; identifying an appropriate advertising campaign; developing screening criteria consistent with the announcement; soliciting/screening applications; collecting information on candidates; recommending candidates to the Dean for interview; developing the interview itinerary; participating in the interviews; and submitting an unranked list of qualified candidates to the Dean. Each committee member will sign a confidentiality agreement (See attached template).

3. Once the PROV100 is approved, the Department/Office HR liaison will work with the Dean’s HR liaison to post the position and establish an appropriate search venue(s), based on the position’s responsibilities, the geographic location of the position, and other factors.

4. The search committee will develop a list of criteria to be used to screen potential applicants based on the position announcement. The search committee may prepare interview questions for the candidate to complete in writing for use during the interview and/or for use in telephone screening.

5. A template for the interview agenda will be developed by the committee including meetings with key individuals and facilities to be viewed. The supporting staff member for the search committee will use the template to schedule interviews. Once the committee decides which candidates they would recommend for on-site interviews the Chair of the committee will request approval from the Dean through the Department Head/supervising administrator to interview the candidates.

9. Following the interviews the committee will provide the Dean through the Department Head with a list of unranked, acceptable candidates. In addition to obtaining written letters of reference about candidates (where appropriate), the search committee is strongly encouraged to make contacts with others who have worked with the candidates prior to recommendations being made to the Department Head/Dean. Once a candidate is selected by the Dean, the department completes and submits the request to hire packet to the Dean’s office for review and approval. This packet includes the completed PROV 100, Form B, Form D, copy of the approved Form A, copy of the approved ad, candidate’s curriculum vitae, and academic transcripts. No candidate will be selected or offered a position without submission of names of personal references and academic transcripts. The Dean will negotiate all salaries and conditions and provide the letter of offer once final approval to hire is obtained from the Provost.

Administrative Positions - Administrative searches follow the same process as faculty searches.
AUBURN UNIVERSITY
HARRISON SCHOOL OF PHARMACY

EVALUATION TEMPLATE

Candidate’s Name Here
Position Title Here
Evaluation - CONFIDENTIAL

Please return to ------- no later than ------.

I am a(n): Administrator______ Faculty Member ______
Staff Member ______ Pharm.D. Student ______
Resident ______ Graduate Student ______

My Faculty rank is: Assistant ______ Associate ______
Full ______ Affiliate ______

Identify the context(s) in which you observed the candidate (mark all that apply):

Seminar ______ Meeting with a group of faculty ______
Starback recording of seminar ______ Individual Meeting ______
Other ______ Search Committee ______

If other, what was the context in which you observed/interacted with the candidate?
________________________________________________________________________

How would you rate the candidate’s performance at this meeting?

Excellent ______ Very Good ______
Average ______ Below Average ______

What strengths have you identified in the candidate?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What weaknesses have you identified in the candidate?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In your opinion, and based upon your interactions, is this candidate acceptable for the position?

Yes ______ No ______
If no, please explain

Evaluator’s Name (optional):
TEMPLE
Confidentiality Agreement for Search Committee Members

As a member of the Search Committee for the position of ___________________ at Auburn University, I understand that the ultimate success of our endeavor and the integrity of the University depend on the search being conducted in an impartial, ethical and professional manner. In consideration of my designation as a member of this Search Committee, I hereby agree to the following:

1. I understand that this Search Committee’s role is to recommend candidates to the Department Chair/Dean and/or Provost who has the ultimate authority to appoint faculty or staff.

2. As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as a representative of my department, College/School and Auburn University.

3. I acknowledge that all information concerning the candidate pool is extremely confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits.

4. I agree to maintain absolute confidentiality about all discussions of the Search Committee, both during the search process and after its completion. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the Search Committee and the University.

5. I agree that any and all information in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession and relates to the work of the Search Committee, is confidential other than information that is or becomes publicly known other than through my disclosure.

6. I acknowledge that only the Chair of the Search Committee or designee is authorized to speak on behalf of the Search Committee.

7. Upon the request of the Chair of the Search Committee, I agree that I will return or destroy all materials which I have received and that I will return or destroy all remaining materials at the conclusion of the Search Committee’s work.

8. I understand that I may be removed from the Search Committee if I breach any of these confidentiality obligations or fail to act in a professional manner. I also understand that should I be removed all the terms of this agreement are still applicable and binding upon the termination of the committee.

I have read, understand and agree to abide by all of the terms of this Confidentiality Agreement, as a condition of my service as a member of the Search Committee.

Signed ______________________________________ Date _______________________