FILLING FULL-TIME ACADEMIC VACANCIES

The following process is to be utilized when filling full-time academic vacancies.

I. Hiring Unit
   A. Secures authorization to fill faculty vacancy from the appropriate Dean/Vice
   B. Establishes a search committee that is diverse in composition.

II. Hiring Unit/Search Committee
   A. Invites the Office of Equal Opportunity (OEO) to attend the first meeting of the search committee.
   B. Prepares and forwards the Vacancy packet to OEO:
      1. Copy of Chancellor's Authorization to fill a vacancy
      2. Notification of Position Vacancy
      3. Position description
      4. Vacancy announcement
      5. Americans with Disabilities Act (ADA) form

III. Office of Equal Opportunity
   A. Processes above documents.
   B. Acknowledges the receipt of foregoing documents and authorizes the chair to proceed with search.

IV. Search Committee
   A. Chair or members of the search committee select an Affirmative Action advocate.
   B. Establishes selection criteria.
   C. Reviews Affirmative Action Plan for area(s) of underrepresentation.
   D. Distributes vacancy announcement.
   E. Actively recruits applicants for vacancy.
   F. Implements a vigorous and creative outreach recruitment process to include African Americans, Asians, Hispanics, Native Americans, women, persons with disabilities, and veterans in the pool of applicants.
   G. Acknowledges receipt of applicants' information by letter and includes the Applicant Equal Opportunity Profile card.
   H. Reviews applications for the position.
   I. Establishes long and short lists of applicants.
J. Provides reason(s) for nonselection on lists.

V. **OEO**

A. Meets with search chair and/or Affirmative Action advocate after short list is established, but before candidates are invited to the campus for an interview.

B. Reviews with the search chair and/or the Affirmative Action advocate the remaining steps of the search process.

VI. **Search Committee/Hiring Unit**

A. Coordinates interviews of candidates.

B. Provides reason(s) for nonselection on the long/short list of candidates not forwarded to the appointing authority for serious consideration. Use the nonselection form.

C. Presents its recommendations to the appointing authority.

VII. **Appointing Authority**

A. Selects candidate for the position.

B. Provides reason(s) for nonselection* for candidates not selected. Use the nonselection form.

C. Prepares and forwards Administrative Approval Form to OEO.

VIII. **OEO**

A. Processes and hand-carries the Approval Form to the offices of the Vice Chancellor for Academic Affairs and the Chancellor for action.

B. Sends approved or disapproved Approval Form to appropriate dean for delivery to the appropriate department/area.

IX. **Appointing Authority**

A. **After the approved Administrative Approval Form is received,** prepares and sends letter of offer to selected candidate.

B. Sends OEO a copy of the letter of offer and the letter of acceptance.

C. If candidate declines the offer, notifies OEO.

X. **OEO**

A. Closes the record if the candidate accepts the position.

B. If candidate declines the position or if the search is aborted, the record remains open.