General Guidelines for Hiring Faculty (2.13.17)

*All paperwork must be submitted to Suzanne Lin for processing unless otherwise noted.

- Hiring Budget Authorization Form needs to be completed and submitted to Cathy Radzai (cc: Suzanne Lin)
- Search committee members selected by Chair/Director-please refer to “Faculty Search Screening & Processing Guidelines”
- Hiring Official (Chair/Director) charges the search committee-please refer to “Faculty Search Screening & Processing Guidelines”
- Advertisement for the position is prepared*
- Once advertisement is approved, the Certified Interviewer (CI) is advised via email to post the position on the jobswithucf.com website
- CAH unit is responsible for the second form of advertisement
- Search committee begins scheduling their meetings-please provide at least 48 hours of advance notice to Talent@ucf.edu*-please use the “Search Committee Meeting Notification Form”
- Search committees will prepare minutes-please use “Search Committee Meeting Minutes Template” *
- Reference checks should be conducted on the candidates that will be interviewed in person
- Once the search committee makes its recommendations to the hiring official:
  - The hiring official should prepare a memo to the Dean (cc: Cathy Radzai, Eileen Ryan and Suzanne Lin) requesting permission to enter into contingent negotiations with the candidate-see sample “Templates for Hiring Requests” email template
  - The Dean’s approval of such request should be obtained in writing/email
  - The hiring official should extend the contingent offer in writing to the candidate outlining the basic course load, parameters of the hire, etc. and secure their acceptance in writing.
- CI’s role once all of the above is attained:
  - Disqualify the other candidates in the round in which they stopped processing and select the chosen candidate in the People Admin system.
  - Perform the background check-please use “CAH-Hiring Binder Checklist”
- Once all the above is completed for the selected candidate:
  - A copy of the Dean’s approval, the selected candidate’s acceptance, copy of the CV and candidates email address should be sent to Suzanne Lin (cc: Cathy Radzai) to proceed with the faculty employment agreement request.
  - Notifications should be sent to at least the candidates that interviewed to thank them and let them know they were not selected at this time.
  - The hiring binder should be compiled and sent over to Suzanne Lin within two weeks of the candidate accepting the contingent offer-please use the “CAH-Hiring Binder Checklist”
  - Sign-in will be completed by Suzanne Lin