

Procedures for Faculty Hiring
Academic Affairs
Updated as of July 16, 2015

Regular Continuing Faculty

1. Receive approval by the Provost to fill position
 - a. Positions requests generally approved in the spring
 - b. Other positions approved under exceptional circumstances on a case-by-case basis
2. Create posting through the Applicant Tracking system (PeopleAdmin)
 - a. Once the position has been through all approval processes, HR will post the ad on the UCA web page.
 - b. Submit the ad to Lori Hudspeth via email to advertise in HigherEdJobs.com.
 - c. At this point, the department should advertise the position in other publications, as appropriate.
3. Review Applicants
 - a. The hiring manger must send an email to Kandi Hughes, Associate General Counsel, to request Affirmative Action approval of the short list.
 - i. **Approval by Kandi must be received before any applicants can be contacted by phone or in any other manner.**
 - ii. If a rubric is used to assess candidates, please send to Kandi.
 - iii. If exclusion of a candidate is not clear, she will contact you with questions.
 - iv. She may ask that you add a candidate to your short list if the reason for exclusion is not compelling.
 - v. Once a candidate is included on a short list, they must be interviewed in some manner which can include a phone interview, an interview via Skype or in person.
4. Selection of an Applicant for Hire
 - a. After selection of the candidate, obtain approval from the Dean to make a verbal offer.
 - b. Make a verbal offer to the candidate. Tell the candidate that the offer is subject to passing the background check and approval by the President and Board of Trustees.
 - c. Once an offer is accepted, begin the hiring proposal in PeopleAdmin. Attach a draft offer letter in Word to the hiring proposal. Sample offer letter is available at <http://uca.edu/academicaffairs/academic-information/>
 - d. Kandi Hughes will receive an automatic notification from PeopleAdmin that a hiring proposal is ready for her review.
5. Final Offer Letter
 - a. After HR notifies Lori Hudspeth in the Provost's Office that the hiring proposal has been completely approved, the Provost's Office will sign and send a letter to the candidate via email with a copy to the dean and chair. Note that the notification received from HR serves as the PAF.
 - b. The candidate is instructed to return the signed letter to the Provost's office. A copy of the executed offer letter will be emailed to the dean and department chair..

Visiting Faculty

- Receive approval by the Provost to fill position before preparing a PAF.
- If position is to be advertised, use PeopleAdmin to post the position.
- If no advertisement is needed, submit a paper PAF.

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Other Information

1. Prior to posting a position, approval to fill the position must be received from the Provost's office. Replacement of a vacant position is not automatic; the decision to replace positions or add new positions will be made strategically. Having been approved for a visitor in the past, does not automatically mean that a visitor will be approved the next year. However, a department that has a budget in Emergency Hire may use that budget to hire full-time visitors or adjunct faculty.
2. Funds must be available in the related index and account PRIOR to posting in the electronic application tracking/position management system (PeopleAdmin). If funds are not available, contact Lori Hudspeth or Laura Young in the Provost's office to resolve budget issues. Note, the position approval will not be approved in the PeopleAdmin system if funds are not available. The Budget Office will be required to send the application back and the processing will be delayed.
3. Visiting Positions: Be certain to obtain approval of the salary amount if not typical or not available in the budget. Note: UCA does NOT offer multi-year visiting contracts. Each appointment is for one academic year (or one semester) only.
4. The maximum offer represents the maximum, not the opening offer.

Interview Travel Index Use

- The Provost's travel index 416300 can be used to fund travel for two (2) candidates only. Travel includes airfare/lodging/meals/mileage **for the candidate only**. Advertising costs must be paid by the department/college.
- The departmental index or Foundation funds should be used to reimburse UCA employees for associated expenses.