

Faculty Recruitment Procedures

Flowchart

<p>STEP 1 (Department)</p>	<p>Complete:</p> <ol style="list-style-type: none"> 1. Exemption Request Form http://www.med.ufl.edu/busforms/COMExemptionReqForm.pdf 2. Request to Recruit Form www.comfs.ufl.edu/Help/docs/recruit/Request to Recruit Form 07 08 .xls <p>Exemption Request Form and Request to Recruit Form must have a position # assigned. For replacement positions, use the current incumbent's position number. For new positions, see instructions to create a new position at http://www.med.ufl.edu/personnel/hradmin/Add%2520Position.html</p> <p>Forward scanned pdf. documents to com-recruitment-l@lists.ufl.edu</p> <p>Please Note: Completed Forms are due by Friday for review by the Recruiting Subcommittee on the week after the following Monday—No Exceptions. The department administrator and the department chair or chief will be requested to attend the Subcommittee meeting. Meetings are Mondays at 5:30 p.m. in Room M112 unless notified otherwise.</p> <p>After approval, the Exemption Request Form is forwarded to the Department.</p>
<p>STEP 2 (Department/ Search Committee)</p>	<p>Hiring Authority appoints a search committee and provides a clear and precise charge to the committee. Upon appointment, and prior to participating in a search, search committee members complete the University-sponsored on-line search committee tutorial at http://training.aa.ufl.edu/</p> <p>Search Committee members print their certifications.</p> <p><u>Search Committee Chairs need to be certified before the position is posted.</u></p>
<p>STEP 3 (Department)</p>	<p>Post approved position in GatorJobs to obtain requisition number. http://www.med.ufl.edu/personnel/hradmin/PostingFacultyPositions%20with%20GatorJobs.pdf</p> <p>Post outside advertisements in two national publications –online or printed format.</p>
<p>STEP 4 (Search Committee)</p>	<p>After recruitment deadline, the search committee members should review applications and make recommendations of applicants who warrant further consideration.</p> <p>All search committee meetings are subject to Florida Public Records Law and notice of such meetings must be posted. Committees are required to retain minutes of their meetings. Minutes should record dates, names of committee members and those present and topics discussed.</p>
<p>STEP 5 (Search Committee)</p>	<p>With Department assistance, complete Viable Outreach Process Report (VOPR) http://www.med.ufl.edu/personnel/hradmin/ViableOutreachProcessReport.pdf</p> <p>Forward scanned pdf. document to com-recruitment-l@lists.ufl.edu</p> <p><u>VOPR must be approved by the Dean's Office PRIOR TO INVITING CANDIDATES TO INTERVIEW AT UF.</u></p>
<p>STEP 6 (Search Committee/ Department Chair)</p>	<p>Schedule and hold interviews.</p> <p>Select final candidate.</p>
<p>STEP 7 (Department)</p>	<p>Complete:</p> <p>Request to Hire form http://www.comfs.ufl.edu/Help/docs/recruit/Request to Hire Form 07 08.xls</p> <p>Letter of Offer http://www.med.ufl.edu/personnel/hradmin/LetterofOfferindex.shtml</p> <p>Compliance Report http://www.med.ufl.edu/busforms/EquityComplianceReport.xls</p> <p>List of Five http://www.med.ufl.edu/busforms/listof5.xls</p> <p>Position Description</p> <p>CV of Applicant selected</p> <p>Copies of outside advertisements</p> <p>Forward scanned request to hire form to com-recruitment-l@lists.ufl.edu</p> <p><u>PLEASE NOTE: SEND ORIGINALS OF OTHER DOCUMENTS TO THE DEAN'S OFFICE, ADMINISTRATIVE AFFAIRS DIVISION.</u></p>
<p>STEP 8 (Dean's Office)</p>	<p>After approved by committee and Dean, original letter of offer will be returned to the department to forward to final candidate.</p>