

CALS Hiring Process for Faculty, Appointed Professionals, and Classified Staff

All tenure/continuing track employees, and those funded from a college funding line (T/R or CES), must be approved by the Dean prior to posting a position or convening a search committee.

Tenure and continuing track positions must receive approval from the Provost. This approval will be sought by the Dean.

To ensure compliance with applicable policies and avoid unnecessary risks and grievances, all CALS Classified Staff and Appointed Personnel positions must be posted in Career Track and submitted to CALS Admin Services. The exceptions to this are promotions or reclassifications within the same unit, or where the Dean has allowed special exceptions. Below are steps for hiring new college positions. More detailed instructions are found on the CALS Admin website under Personnel – Procedures.

All employee searches should be kept confidential and discussed only with the members of the search committee, Dean, and/or Dean's delegate. This preserves the applicants' privacy and avoids legal risks.

Faculty Positions (CE/C or TE/T) – College Funded Positions

1. All tenure/continuing track employees, and those funded from a college funding line (Teaching/Research or Cooperative Extension), must be approved by the Dean and Provost prior to posting a position or convening a search committee.
2. The Dean will appoint a search chair, who will convene a search committee in consultation with the Dean or Dean's designee.
3. Search committees for tenure and continuing track positions must follow rules set by the Provost's Office to increase and expand the **diversity and strength of the candidate pool**. These rules can be found at <http://facultyaffairs.arizona.edu/recruitment/proactive>.
4. The Dean or designee will develop a job description and a position posting with appropriate shared governance consultation from the search chair and search committee. The search chair may be the Dean's designee. All position postings will be reviewed and approved by CALS Admin before being routed to the Provost or HR for posting in UA Career Track.
5. The correct recruitment strategy should be used to obtain the strongest candidate pool (e.g. advertising nationally, in trade publications, locally, headhunter, etc.). Additional assistance for **recruitment strategies** is available from **Chris Wolf in Human Resources at (520) 626-9430 or cwolf@email.arizona.edu**.
6. Once the position is posted and the review date has passed, applicant review may begin. A **skills rubric should be developed by the search chair, in consultation with the committee, so as to fairly and uniformly review** all candidates' materials. The rubric also helps to avoid conscious and unconscious biases, and provide support for the decision if an applicant were to file a grievance. **NOTE:** these rubrics and all materials used to assess candidates are to be retained as part of the legal documentation of the search for up to three years per Office of Institutional Equity (OIE) rules.

7. Search committees are encouraged to utilize Skype, tele and videoconference interviews prior to bringing employees to campus for a live interview.
8. Prior to making an offer, please send a hiring form, draft offer letter, employees' application, CV and any letters of reference or other required documents to CALS Admin services for final approval to make the offer. Requests should include all startup package expectations and funding sources, if any. CALS Admin will forward the hiring package to the Provost's Office for final review and approval.
9. Once the College and Provost have given final approval to make the offer of employment, your business office can start the new hire process in Manager Self-Service.

Classified Staff (including ancillary staff) or Appointed Professionals (YY or non-tenure track)

1. Staff and Appointed Professional positions are usually departmentally or soft funded. Departmentally funded positions like these do not require the Dean's approval. Position descriptions, selection and charge of a search chair and convening of the search committee should be from direction of the unit head.
2. Once a complete position description is developed it should be posted to UA Career Track using the appropriate position template. All Career Track postings must be routed through CALS Admin.
3. Please proactively seek a strong and diverse candidate pool using techniques found in step 3 of the previous section. Also, please seek counsel from Human Resources on recruitment strategies as outlined in step 5 of the previous section.
4. Once the position is posted and you have reached the review date you can begin the fair and uniform review of all applicants. Please utilize a skills rubric and adhere to the note as detailed in step 6 in the previous section.
5. If the position will be working in your business office or will be paid on state or Federal funds (accounts beginning with 12 or 13) please send a hiring form, draft offer letter, employees application and resume to CALS Admin services to get approval to make the offer. Other positions can proceed to step 6.
6. Once you have approval to make the offer of employment your business office can start the new hire process in Manager Self-Service.

Additional information on successful searches can be found at:

http://www.hr.arizona.edu/guide_to_successful_searches