

## Search Process for Faculty and Administrative Positions

Hiring new faculty is one of the most important responsibilities of an academic program. These decisions can affect a department for years to come. At VSU, the hiring process should begin with a discussion within an academic program about positions needed for the future growth and

- Cover letter that addresses teaching, service, scholarship, and commitment to diversity and inclusion

Note: All positions must include the boilerplate language under minimum requirements:  
 Demonstrated commitment to excellence in teaching and learning, as well as scholarship.  
 Commitment to diversity and inclusion.

2. Academic Affairs will forward the approved PAR and updated Position Description to Human Resources. By this point, the department head should have appointed a chair of the departmental search committee. Depending on common departmental practices/by-laws, the department head may appoint the entire committee or appoint the committee in consultation with the search committee chair. The search committee should include a chair as well as appropriate stakeholders. Moreover, a department head search committee should include a student member. Department head search committees are appointed by the dean.
  3. Human Resources will initiate the posting in OneUSG Careers and submit for approvals. Workflow approvals include Faculty Manager, Department Head, Dean, Budget, Provost, and Human Resources for final review and posting.
  4. Once posted on the Human Resources OneUSG website, Academic Affairs will post to the USG Applicant Clearinghouse database, HigherEdJobs.com and the Chronicle of Higher Education online. Academic Affairs will work with departments on any additional professional venues for posting.
  5. Academic Affairs will work with Creative Services to develop a one-page pdf that can be used by the department and/or search committee to recruit for the position.
1. Once the posting has gone live, the search committee should have an initial meeting (if it has not already at this point), for the dean/department head to deliver the committee's charge. This initial meeting should also include representatives from the Office of Social Equity and Human Resources. The department head and these representatives will review the search protocols, which should include a rubric/matrix outlining the specific criteria used to evaluate all applicants. Such criteria should be drawn from the qualifications and job description in the position announcement. These criteria and an evaluation matrix developed from them will be used in each phase of the selection process. (See sample rubrics in appendix.) It is important to note that all applicants must be treated the same at each phase of the process from the initial screening of minimum qualifications through the on-site interviews and recommendations. Additionally, search committee members should be reminded that the work of the committee is confidential. Hiring Managers/Search Committee Chairs must follow the guide provided by Human Resources to transition applicants in the portal.
  2. The committee should move quickly to review applications. Within a week to ten working days after the application deadline, the Search Committee Chair should be prepared to submit to the Office of Social Equity (OSE) a listing of applicants to consider further via a Teams interview. This submission should be done via email to

[OSEreview@valdosta.edu](mailto:OSEreview@valdosta.edu).



can be applied to tenure and/or promotion. These years are based on years of higher education experience and any years of credit applied toward tenure and/or promotion must be included in the formal written offer mailed. Rank offered must reflect the rank stated in the job ad.

3. Once the candidate accepts the informal offer, the department head will notify the dean via email. The dean will then contact the Provost and Academic Affairs ([hhatcher@valdosta.edu](mailto:hhatcher@valdosta.edu)) with all details for a formal offer. The formal offer letter will be emailed to the applicant and once accepted will be included in the OneUSG portal as part of the offer process to the applicant.
4. At the conclusion of the search/hire process the Hiring Manager should forward to Shelby Lamar in HR all search documents used to make the hiring decision.
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