

***George A. Smathers Libraries***  
***Search and Selection Guidelines for Faculty***

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## 1. Introduction

Recruitment of faculty follows the [Regulations of the University of Florida \(Section 7.004\)](#) and the provisions of the [United Faculty of Florida \(UFF\) Contract \(Article 12\)](#).

<http://regulations.ufl.edu/wp-content/uploads/2012/09/7004.pdf>  
<http://www.hr.ufl.edu/labor-relations/union.asp#uff>

Recruitment of library faculty at the George A. Smathers Libraries of the University of Florida is a cooperative activity involving university administrative staff as well as library faculty and staff. Search Committees solicit and screen applications, recommend candidates to be interviewed, and facilitate the interview process. Ultimately, the hiring authority regarding appointments in the Libraries resides with the Dean of Libraries.

The search process provides an opportunity to review position responsibilities and the way in which the position contributes to and promotes unit, department, and library objectives. The goal of the search process is to select the best possible applicant for the position, in conformity with legal, professional, and institutional policies, in an open and equitable process, with as much dispatch and efficiency as circumstances permit. It is the objective of this document to facilitate that activity by establishing basic procedures for Search Committees and others involved in the process of successfully selecting qualified candidates. See Appendix 1 for the Faculty Search Checklist.

Individuals involved in the process should be familiar with the [Dual Career Services](#) offered to spouses and partners of newly hired university employees and cognizant of their responsibilities in implementing the University's Affirmative Action Plan. In addition, UF requires all Faculty Search Committee members to complete the Faculty Search Online Tutorial (PVO800) every two years. All correspondence and administrative operations of the search are conducted through the Libraries Human Resources Office (LHRO).

## 2. Personnel Involved in the Process and their roles

### 2.1. Dean of Libraries

The Dean of Libraries reviews the Position Vacancy Announcement and evaluates the Search Committee's report and Department Chair's recommendations on which candidates to interview and hire. The Dean may accept the recommendation of the Chair, may request that other candidates be brought in, may charge the Search Committee to revise the search strategy and repost the position, may ask that further assessment and consideration of other applicants be completed, or cancel the search. The Dean will communicate with the Department Chair and Search Committee when requested to explain decisions that appear contrary to their recommendations.

### 2.2. Associate Dean

The hiring Associate Dean, along with the Department Chair and potentially in consultation with the Search Committee Chair, develops a representative list of appropriate library personnel to form the Search Committee. The Associate Dean and/or Department Chair confers with the members' supervisors and Department Chairs, contacts the members, and appoints them to the Search Committee. The Associate Dean appoints the Search Committee Chair.

The Associate Dean attends the first meeting of the Search Committee to clarify the Position Vacancy Announcement (PVA) and to answer questions regarding the Committee's assignment.

Following a review of the Department Chair and Search Committee's reports, the Associate Dean may endorse the committee's recommendation or make a separate recommendation regarding candidates for an onsite interview and the candidate to hire.

The Associate Dean attends the final Search Committee meeting to discharge the Committee.

### 2.3. Department Chair

The Department Chair and Supervisor draft the PVA and submit it to the Associate Dean for discussion and approval.

The Department Chair and Associate Dean discuss and pursue appointing Search Committee members with no less than three-fourths of committee members being faculty from the department per the [UFF Contract \(Article 12\)](#).

The Department Chair participates in identifying avenues for posting the PVA. In addition, the Department Chair is consulted when the pool is narrowed, when telephone interviews are completed, when reference calls are being conducted, and when recommendations to interview and hire are made.

Once the recommendation for hire is received, the Department Chair conducts a discussion and vote with departmental faculty and makes a recommendation to the Associate Dean. The recommendation includes an account of the departmental discussion and vote and the Search Committee's recommendation. The Department Chair may endorse the committee's recommendation or make a separate recommendation regarding candidates to interview and also the candidate to hire.

The Department Chair ensures that departmental personnel remain engaged and informed throughout all stages of the search process and offers the department's assistance in hosting duties during onsite interviews.

### 2.4. The Search Committee

#### 2.4.1. Appointment

The Associate Dean and/or Department Chair appoint members to the search committee as described in 2.2.

#### 2.4.2. Certification

UF requires all Faculty Search Committees members to complete the Faculty Search Online Tutorial (PVO800) every two years. In order to access this training, log in to myUFL, navigate to Main Menu > My Self Service > Training and Development > My Training Enrollment > Search by Course Number, and enter PVO800.

#### 2.4.3. Composition

The size and composition of the Committee depends on the vacancy to be filled. In general, there are three to five members. No less than three-fourths of the Search Committee members will be faculty members from the department in which the vacancy occurs. Additional members will be library or UF employees who will interact with the person in the position.

The composition of the Committee should include both tenured and untenured faculty and at least one person who has served on a previous faculty search committee. In addition, the Search Committee may include non-faculty library employees.

Depending on the nature of the search, faculty or administrative staff outside the Libraries may be asked to serve on a Search Committee. A representative from the LHRO serves "ex officio" on all Search Committees as the Library's Equal Opportunity Officer and to see that procedures conform to the UFF Contract, Regulations of University of Florida, and the Libraries' established procedures and expectations.

#### 2.4.4. Chair

As a general rule, the Search Committee Chair should be a Smathers Libraries faculty member and hold an academic rank equal to or higher than that of the vacant position. The Committee Chair and the LHRO work closely together, with the Committee Chair serving as the liaison between the LHRO, Search Committee members, Department Chair, and Associate Dean. These parties should communicate when the Search Committee is formed, when the Committee narrows the pool, calls referees, makes a recommendation for onsite interviews, and when the Committee makes its final recommendation for hire.

#### 2.4.5. DEI Search Advocate

A DEI Search Advocate is expected to be identified for each faculty search to support, promote and enhance the Libraries' inclusive hiring practices. The DEI Search Advocate is a search committee member who advances inclusive excellence by helping to maintain the group's commitment to diversity and inclusion and ensure these are expressed in efforts, processes, and decision-making throughout the search process. See [Appendix 2](#) for further information.

#### 2.5. DEI Librarian

The Diversity Equity and Inclusion (DEI) Librarian provides input and consults with and advises faculty search committees to support a fair and equitable search process. Specifically, the DEI Librarian attends the Search Committee's first meeting, during which the PVA is finalized. The DEI Librarian provides input into the naming of potential diversity candidates. They review the phone interview, reference call, and Candidate Assessment Form (CAF) questions for diversity, equity, and inclusion appropriateness. The DEI Librarian attends the last search committee meeting.

#### 2.6. Libraries Human Resources Office

The Libraries Human Resources Office (LHRO) calls the first Committee meeting and arranges for appropriate library personnel (usually, though not necessarily, the Associate Dean, immediate supervisor, and/or Department Chair) to attend. During this meeting, they discuss with the Committee the responsibilities of the position and the type of candidate they hope to attract.

The LHRO reviews the search and selection process; the roles and responsibilities of the Associate Dean, immediate supervisor and/or Department Chair, and the Committee; the balance between maintaining confidentiality and meeting requirements of Florida's Open Meetings and Open Records Laws; the advisory nature of the committee; the responsibility of the Search Committee to submit diversity outreach names to solicit applications, and the necessity to conduct all aspects of the search in a timely manner, to avoid losing viable candidates.

The LHRO creates an email list including the Associate Dean, immediate supervisor and Department Chair, and the members of the Search Committee as a vehicle for distributing status reports and recommendations.

The LHRO reviews the vacancy announcement, makes recommendations as needed, and ensures that application files are in order. In addition, the LHRO assists in determining timelines for conducting the search and formulating appropriate interview questions. The LHRO also ensures that necessary correspondence is carried out and updated and that affirmative action procedures are correctly followed.

#### 2.7. Tenure Home

In cases where the Department falls within a larger tenure home, the composition of the search committee referenced in section 2.4.3 will follow the three-quarters rule; and the discussion and vote referenced in section 2.3 will be held at the tenure home level with the tenure home Chair or equivalent leading the discussion and vote.

## 3. The Search Process

### 3.1. Advertisement and Approvals to Advertise

#### 3.1.1. Initial Meeting

The initial Search Committee meeting ( called by the LHRO in 2.6) includes finalizing the Position Vacancy Announcement (PVA) (see Appendix 3), the development of an advertising strategy, and reviewing the search process.

#### 3.1.2. Position Vacancy Announcement

A draft of the PVA should reflect consideration of various aspects of the position, such as:

- Title
- Academic rank
- Summary (used to advertise position)
- Position responsibilities
- Reporting lines
- Required qualifications
- Preferred qualifications
- Salary (entered by LHRO)
- Descriptions of the Department, the Libraries, UF, and Gainesville
- Libraries Land Acknowledgement
- General UF benefits
- Application process
- Essay topic, if required

The supervisor and Associate Dean may consult with subject matter experts and user groups outside the Libraries in drafting the PVA for review by the Search Committee. Recent PVAs are also available for review from the LHRO. With assistance from the Associate Dean, Department Chair, DEI Librarian, and LHRO, the Search Committee reviews and finalizes the PVA and determines a closing date and an essay topic. The Chair and Associate Dean must approve the PVA prior to posting.

#### 3.1.3. Advertising the Vacancy

Most vacancies should be advertised. However, considerable latitude exists in how and where a position vacancy will be advertised since the scope depends on the level of the search, i.e., national or international, and on the perceived difficulty in locating suitable applicants.

For all non-temporary, fulltime library faculty positions, an effective recruitment strategy is identified by the LHRO, DEI Librarian, Search Committee, Department Chair, and Associate Dean. Appropriate electronic discussion lists are identified, and the information is given to the LHRO to ensure timely distribution. Ads will be sent to appropriate national library and/or academic journals, newsletters, and major electronic discussion lists. Ads will also be sent for posting to the ALA-accredited library schools and a number of predominately minority institutions. The position may also be advertised in ways other than those listed above, e.g., through posting at meetings, listing at conference placement centers, etc. All PVAs will be advertised for at least four weeks, normally six weeks, on the University Job Posting Website. See Appendix 4 for the Libraries' standard Posting Venues.

#### 3.1.4. Diversity Outreach

With the assistance of the DEI Librarian:

The Search Committee and the Department Chair identify at least five professional peers from institutions comparable to UF who have knowledge of minority candidates qualified for the vacant position. The LHRO contacts the individuals, inviting them to nominate candidates for the position

The Search Committee and Department Chair identify five potential minority candidates who are qualified for the position. They promptly forward the names and contact information to the LHRO, who invites the individuals to apply.

### 3.2. Search Files

The LHRO reviews applications and advises applicants if files are missing. The LHRO organizes a search file and provides all complete applications to the Search Committee members, the Associate Dean and the Department Chair and/or supervisor of the position. All search communication, including the recommendation for onsite interview(s) and attachments submitted will be retained by the LHRO in the official search file.

### 3.3 Criteria Chart

The Search Committee prepares the criteria chart in anticipation of the application packets. Each criteria chart includes the required and preferred qualifications stated in the PVA. A template of the Criteria Chart is available in [Appendix 5](#).

### 3.4. Evaluation of Applicants

Applications are not to be reviewed until the Search Committee has established the criteria chart by which applicants will be evaluated. The Committee also assesses the success of the search to date based on the number and quality of applications, to determine whether alternative recruitment strategies need to be developed and implemented, or the search extended.

#### 3.4.1. Discussion of Applicants

“In accordance with Florida’s Open Meetings and Open Records Laws, the Search Committee must post notices of meeting within a reasonable period before gathering (three to seven days, if possible), conduct an open meeting and create and maintain basic minutes promptly. Committee members may not communicate in any medium about any matter that will come before the Search Committee for action outside an open meeting. Any time two or more Committee members are gathered to discuss, or otherwise communicate about matters that will come before the Committee for action, the Open Meetings Law is in effect. Other than to arrange meetings, and similar matters that are not part of the decision-making process, you should not discuss, including via e-mail, anything regarding the search with other Committee members outside of Committee meetings.”

After the official review process has begun or the deadline has passed, the Committee Chair calls a committee meeting to discuss the applicants; before this meeting the committee members are expected to have reviewed the applicant pool. The committee records their analysis of the applicants’ skills, knowledge, abilities and experience on the agreed upon criteria chart. Consensus is reached regarding the top qualified candidates who will be interviewed via telephone.

## 4. The Telephone Interview

Once consensus has been reached on the qualified applicants, in collaboration with the Department Chair and Associate Dean, telephone interviews are conducted with the top candidates by members of the Search Committee.

In consultation with the DEI Librarian and the LHRO, the Search Committee determines the telephone interview questions to be asked of each top candidate. See the UF [Hiring Department Interview Guide](#) and the Libraries’ [DEIJ Interview Question Bank](#) for guidelines on interview questions. The same questions are generally asked of all

candidates with additional questions asked where clarification is needed. Applicants are contacted via telephone or email to determine their continued interest in the position and to schedule the telephone interview. All members of the Search Committee are encouraged to be present during telephone interviews, but subgroups of the committee representing 2 or more members may be assigned to conduct individual telephone interviews. A conference room with conference phone capabilities can be reserved for this purpose. A designated recorder drafts a synopsis of conversations with the candidates. If the telephone interview is taking place over video conferencing, applicants and committee members should be asked to only use the telephone and not the video feature.

The purpose of the call is to:

- Verify continued interest and candidate suitability for the position.
- Acquire any substantive information that may be helpful in determining the candidate's suitability and in completing elements in the criteria chart that are not determined by the application materials alone.
- Assess the candidates' interpersonal and communication skills (as best as can be done over the telephone).
- Acquire any substantive information that may be helpful in further narrowing the applicant pool.

The Committee may telephone interview as many candidates as it deems necessary.

Committee members should not discuss specific search plans or interview dates with applicants, but only inform them that they will be contacted regarding their status in due time.

## 5. Referee Calls

As a result of the applicant telephone interviews, the Committee generally, though not necessarily, limits their interest to between three and five candidates for each of which at least three referees are contacted. The Search Committee contacts the candidates to confirm continued interest in the position and advises them that, if still interested, reference calls will be made. At this time candidates are asked to verify names and contact information for referees and to identify the referee(s) who are or have been direct supervisors (within the past five years). If the list of referees does not include a direct supervisor, the candidate is asked to provide an additional reference to comply with this practice. Only three references should be contacted for each candidate – if the candidate provided more than three references, the search committee should ask them to select three.

In consultation with the DEI Librarian and the LHRO, the Search Committee determines the questions to be asked; the same questions are generally asked of each referee. Clarification regarding specific candidates is permitted. Referees are contacted via email to schedule a reference call. A designated recorder drafts a synopsis of conversations with referees.

If the Search Committee feels it needs to contact references other than those provided by the candidate, the Committee Chair should notify the LHRO. The LHRO will contact the candidate requesting additional references.

## 6. Recommendation for Onsite Interview(s)

### 6.1. Search Committee Recommendation

The committee meets to discuss which candidates to recommend for onsite interview, if any. The committee records their updated analysis of the applicants' skills, knowledge, abilities and experience on the agreed upon criteria chart. Consensus is reached regarding the candidates to recommend for onsite interview. The committee Chair prepares the recommendation for onsite interview, in email or memo format, addressed to the appropriate Associate Dean and copied to the LHRO and the Supervisor and Department Chair. The recommendation should be accompanied by the synopses of reference calls, the updated criteria chart, and a draft onsite interview

schedule. It should include a discussion of which applicants, if any, are recommended for onsite interview and why (see Appendix 6). The recommendation should discuss any applicant who appears on the criteria chart to be an obvious choice, but who is not being recommended for an onsite interview.

## 6.2. Associate Dean Recommendation

After discussing the Committee's recommendation for onsite interviews with the Department Chair, the Associate Dean submits a recommendation to the Dean of Libraries for review and approval. The Associate Dean or Chair may seek additional explanation or clarification from the Search Committee regarding its recommendation.

The Associate Dean may endorse the recommendation of the Committee or may direct the Committee to revise the search strategy and repost the position or may ask that further assessment and consideration of other qualified applicants be completed.

When possible, two candidates should be recommended for onsite interviews. If more than two candidates are recommended, the Search Committee should communicate their top two candidates and the reason(s) for more onsite interviews. When the Associate Dean's recommendation is different from the Search Committee's, the hiring authorities will explain their decision.

## 6.3. Dean of Libraries Onsite Interview Decision

The Dean of Libraries may accept the recommendation of the Committee, may request that other candidates be brought in, may charge the Committee to revise the search strategy and repost the position, or may ask that further assessment and consideration of other qualified applicants be completed. The Dean should communicate reasons for any changes to the search strategy to the Search Committee at this point. The Dean authorizes the LHRO to make arrangements necessary for onsite interviews of approved candidates.

# 7. The Onsite Interview

## 7.1. Schedule

### 7.1.1 Responsibilities for Schedule

The Committee, with input from the LHRO, Supervisor, Department Chair, and Associate Dean, produces a draft interview schedule, which includes:

- identifying individuals and groups of faculty and staff to meet with the candidate, including a meeting with a representative from the Tenure and Promotion Committee
- determining the number of open meetings to be held for general library staff
- preferred timing of required presentation

The Search Committee should consult Appendix 7 (template onsite interview schedule) for further details on scheduling the onsite interview. The Search Committee submits this recommended interview schedule with their recommendation for onsite interview. The schedule includes the names of persons and groups recommended for inclusion in the interview schedule.

### 7.1.2. The Final Schedule

The LHRO prepares the final interview schedule, schedules the conference rooms and distributes the schedule library-wide.

Consult the Onsite Interview Scheduling Steps in Appendix 8. The Search Committee Chair arranges the following segments of the onsite interview, and provides the LHRO with a detailed schedule that includes the following:

- who will act in a leadership/facilitator role in each interview session

- who will provide an introduction with short bio of each candidate before the presentation
- who will take the interviewee to and from the airport, hotel, meals and interview sessions
- who will join the candidate for lunch and dinner, with the following composition:
  - **Lunch:** candidate, one member of the Search Committee and one faculty/staff member from the interviewing department, one other; limited to four people; maximum per person \$20.00
  - **Dinner:** candidate, Search Committee Chair, Department Chair, Associate Dean, Dean of Libraries (for department head vacancies) are invited; usually limited to four people total; maximum per person \$40.00. See Meal Policy for Faculty Onsite Interviews ([Appendix 9](#))

### 7.1.3. Distributing the Schedule

The LHRO will post the schedule, the PVA, and the application materials of each candidate scheduled for an onsite interview so all staff have access to these documents.

## 7.2. Scheduling Procedures

### 7.2.1. Informing Candidates

The LHRO contacts selected candidates to determine if they remain interested in the position, to discuss the posted and anticipated salary, to inform about the UF Dual Career Services, as well as to describe the length of the interview, the presentation topic and travel plans. The LHRO also inquires as to whether the candidates need any accommodations, such as stopping at certain times for prayer, or special dietary considerations, etc.

The LHRO contacts the interviewees to discuss travel arrangements and secure hotel reservations. The LHRO provides each interviewed candidate for a position in the bargaining unit the URL address for the UFBOT-UFF Agreement.

### 7.2.2. Internal Candidates

If the onsite interview pool includes an internal candidate, the Search Committee and LHRO ensure that, as with external candidates, interview procedures are uniform across all interviewees and are consistent with the search and selection guidelines. The internal candidate should also be made aware by the LHRO of these policies and of the Onsite Interview Scheduling Steps ([Appendix 8](#)). When possible, internal candidates should be interviewed ahead of external candidates to minimize any appearance of an advantage to internal candidates.

### 7.2.3. Following the Interview

Within 5 days of the final meal event, the Search Committee Chair collects all bills and completes the online [Candidate Meal Reimbursement](#) form. See [Appendix 9](#) for further details.

## 8. Deliberations and Recommendations

### 8.1. Candidate Assessment Form

At least 10 days prior to the first onsite interview, the Search Committee will prepare the Candidate Assessment Form (CAF) and submit it to the LHRO for review and processing. See [Appendix 10](#) for a sample CAF. Individuals participating in the interview process (except the Search Committee, Department Chair, and Deans who all provide their input in a different way), including those outside the Libraries, are encouraged to submit their comments and assessment via the Candidate Assessment Form for each candidate. These assessments are reviewed by the Search Committee and the hiring authority.

### 8.2. Committee Deliberations

As soon as possible after all invited candidates have been interviewed and the Candidate Assessment process has closed the Search Committee Chair solicits an assessment of the candidates from the Supervisor and Department Chair and meets with the Committee to assess the candidates, to review the CAFs, and to decide whether

candidates are acceptable or unacceptable for the position. During this meeting, each Committee member should be given an opportunity to provide input and the input from the Supervisor and Department Chair. All input should be given due consideration by the Search Committee in establishing its recommendations.

The committee prepares a recommendation for hire, in email or memo format, addressed to the Chair copied to the Associate Dean, the LHRO and the supervisor. The recommendation should include a cogent, well thought-out analysis of the interviewees' strengths and weaknesses for the position in question, and detailed justification for positive or negative recommendations. Where two candidates are equally qualified the Search Committee should state their preference and their reasons, indicating that both candidates are equally qualified.

### 8.3. Department Meeting and Vote

The Department Chair meets with department faculty to discuss the candidates and the Search Committee's recommendation. Faculty vote by secret ballot to register their recommendation. See [Appendix 11](#) for a sample ballot.

### 8.4. Chair Recommendation

The Department Chair recommends to the Associate Dean, with a copy to the LHRO, Search Committee and supervisor, those candidates that the Chair deems acceptable and that have met the established standards, qualifications, competencies, and criteria appropriate to the discipline. The Chair shall also submit to the Associate Dean the Search Committee's report and results of the discussion and vote of the department faculty.

### 8.5. Associate Dean Recommendation

After considering the recommendation of the Department Chair and the Search Committee, the Associate Dean makes a recommendation to the Dean of Libraries to accept, reject, or modify their recommendation.

### 8.6. Communication with Search Committee

The Search Committee will be kept apprised of the status of their recommendation, as appropriate .

## 9. Decision, Approvals, Completion of Search

### 9.1. Decision of Dean

The Dean of University Libraries makes the decision on which candidate, if any, should be extended an offer of employment at the University of Florida, George A. Smathers Libraries. If the final decision is contrary to the Search Committee's recommendation, the Dean will communicate the reasons to the Department Chair and the Search Committee.

### 9.2. Offer Developed

The LHRO develops the offer in conjunction with the Dean and the Associate Dean.

### 9.3. Offer Extended

The offer is extended to the candidate by the LHRO, who then notifies the Associate Dean, Dean of Libraries, Search Committee and Department Chair of the acceptance or rejection of the offer.

#### 9.3.1. Internal Candidates

If an internal candidate is not the candidate of choice, the Associate Dean and the Search Committee Chair should offer to meet separately with the candidate to provide feedback on the committee's decision and on ways in which the candidate can build on their skills.

### 9.3.2. Final Notification to Unsuccessful Candidates

Once the offer has been accepted in writing and the background and educational checks are clear, the LHRO notifies the other candidates that the search has been closed. In some circumstances, such as when candidates have been encouraged to apply, other participants in the search process may volunteer to contact an unsuccessful candidate.

### 9.4. Discharge of Committee

A final debriefing meeting between the Committee, DEI Librarian, Associate Dean, Chair and Supervisor is scheduled by the LHRO. The Associate Dean explains any decisions that differed from the Committee's recommendation. Recommendations for improving the search process are discussed. If substantive the LHRO will share them with the Faculty Bylaws and Guidelines Committee for consideration in updating the Libraries' faculty recruitment and appointment procedures. The Associate Dean discharges the Search Committee and thanks them for their service to the Libraries.

### 9.5. Retention of Search Materials

Search files include original documentation associated with a search, including:

- Position Vacancy Announcement
- Posting Venues
- All documents submitted by candidates
- Search Committee synopsis of telephone interviews
- Search Committee synopsis of reference calls
- Criteria chart and other notes prepared by the Search Committee
- Recommendation for onsite interview from the Search Committee
- Onsite interview schedules
- Candidate Assessment Forms
- Recommendation for hire from the Search Committee
- Recommendation for hire from the Chair
- Final decision from the Dean

### 9.6. Access to Search Materials

Documentation associated with the search is maintained by the LHRO where they can be reviewed.

## 10. Responsibility to Update and Maintain

It is the responsibility of the Library Faculty Assembly, in consultation with the LHRO, to recommend to the Dean any modifications to this policy necessary to update and maintain these procedures and to ensure consistency with current practices of University Human Resources.

### Useful University of Florida Links:

Faculty Search Process Overview:

[http://training.hr.ufl.edu/instructionguides/faculty\\_search/fac\\_searchprocess.pdf](http://training.hr.ufl.edu/instructionguides/faculty_search/fac_searchprocess.pdf)

Dual Career Services: <http://www.aa.ufl.edu/resources/dual-career-services/>

Affirmative Action Plan: <http://regulations.ufl.edu/wp-content/uploads/2012/09/10061.pdf>

Non-Discrimination Policy: <http://regulations.ufl.edu/wp-content/uploads/2012/09/1006.pdf>

## **Appendices:**

1. [Faculty Search Checklist](#)
2. [DEI Search Advocate Role](#)
3. [Position Vacancy Announcement \(Template\)](#)
4. [Faculty Posting Venues \(Sample Position Posting List\)](#)
5. [Criteria Chart with Source Codes \(Template\)](#)
6. [Recommendation for onsite interview \(Sample\)](#)
7. [Onsite Interview schedule with College \(Template\)](#)
8. [Onsite Interview Scheduling Steps](#)
9. [Meal Policy for Faculty Onsite Interviews](#)
10. [Candidate Assessment Form \(Sample\)](#)
11. [Department Meeting and Vote \(Sample\)](#)

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