

J. William Fulbright College **Tenure-Track** Faculty Recruitment Checklist

Please send all recruitment process paperwork directly to Elecia Smith, Human Resources and Diversity
Manager for J. W. Fulbright College, ecs002@uark.edu.

Pre-Advertise Approval

1. Do you have a Position Number (PSB)? If yes, please go to step 2.
If no, please email Patrick Gallagher (pgallagh@uark.edu) with the following information:

Position title, appointment type (9 month or 12 month), the percent appointment, and the cost center (please use the department "11" cost center and update the DIST when it is filled). If it is a provisional position (reliant upon grant funding), please include the funding agency and total funding of the grant.
2. Complete a **Hiring Request Form** at <https://hiringrequest.uark.edu/>.
 - Complete all required fields
 - Insert the email addresses of all individuals that should be notified when the hiring request is approved in the "Comments" section.
 - Select "Supervisor/Dept. Chair" and insert the email address **OR** if you are the Supervisor/Dept. Chair, please select "Administrative Reviewer" and insert Ecs002@uark.edu in the email address field.
3. Complete and submit a **Vacancy Notification Form** at the HR website: <http://hr.uark.edu/position/vnf.php>
4. E-mail the following documents to **Elecia Smith at ecs002@uark.edu** :
 - The completed **Recruitment Plan** with applicable supportive documentation
<http://oeoc.uark.edu/resources/documents/recruitment-plan-form.pdf>
 - Please be specific when indicating the Recruitment Sources for advertising. For examples see:
<http://oeoc.uark.edu/diverse-recruitment/index.php>
 - Keep in mind that the Policy on Pro-active Diverse Recruiting for the campus requires departments to utilize some of the discipline-specific recruiting sources that serve underrepresented populations. Each Department Head and Office Manager has a copy of this list.
 - The final copy of the **Position Announcement** in Microsoft Word format
 - Each position (including faculty) that is determined to require pre-employment screening (Background Check) must have language in the position announcement indicating that a background check, substance abuse test, or a combination of these checks is required.
 - Elecia Smith will submit the documents to OEOC. You will be notified when the advertising request documents have been approved and when it is appropriate to advertise the position. At approval, you will receive an electronic copy of the Applicant Worksheet <http://oeoc.uark.edu/resources/documents/applicant-worksheet.xls>, the acknowledgement letter <http://oeoc.uark.edu/resources/documents/etiquette-initial-acknowledgement-letter.doc> and the Applicant Information sheet.

Recruiting Period

5. As application materials are being received, **send an acknowledgement letter** <http://oeoc.uark.edu/resources/documents/etiquette-initial-acknowledgement-letter.doc>, **the applicant information sheet**, and a **business reply envelope** (if you are not sending it electronically) to each applicant.
 - The business reply envelopes will be sent in the packet of information from the OEOC office. If you need additional envelopes, call 575-4019.
 - If you will be conducting on-campus interviews, phone Interviews may be conducted during this period without prior approval from OEOC. However, if phone interviews are the **ONLY** interviews that will be used to determine the successful candidate, they must receive **prior** approval from OEOC. A phone interview summary must accompany the Pre-Interview Approval request.

Pre-Interview Approval

As a general rule faculty positions must be advertised for a minimum of thirty (30) days before the hiring department starts the interview process.

6. The following information must be submitted to **Elecia Smith** for approval prior to conducting on-campus interviews:
- Applicant Worksheet - http://oeoc.uark.edu/_resources/documents/applicant-worksheet.xls Complete Columns "A" - "G" only
 - Resumes of the candidates identified on the Applicant Worksheet as "3: Requesting approval to interview applicant".
 - A memorandum requesting to interview candidates that includes the names and titles of the search committee members.
 - A summary of the phone interviews (if applicable).

Pre-Hire Approval

7. Before the successful candidate for the position is contacted:

- Be sure to check references for the finalists!** See http://oeoc.uark.edu/_resources/documents/reference-checking.docx for assistance on reference checking.
- For positions that require pre-employment screening, satisfactory completion of background checks and/or substance abuse testing shall be required **prior to** extending an offer of employment. Please see the UA Human Resources website <http://hr.uark.edu/supervisors/602.aspx> to initiate the appropriate background check(s)/substance abuse tests.
- Submit the following documents to **Elecia Smith** at ecs002@uark.edu. Elecia will forward all documents to OEOC when all materials are collected.
 - Recruitment Summary Form http://oeoc.uark.edu/_resources/documents/recruitment-summary-form.pdf
 - Updated Applicant Worksheet, (if there are any changes) – Complete Columns “A” – “G” only
 - A brief summary of all interviews conducted with applicants that summarizes each applicant’s interview and explains why the candidate is the preferred choice.
 - Documentation of appropriate background check/substance abuse tests that were conducted (if applicable).
 - A copy of the offer letter. **NOTE: Elecia Smith must forward a copy of the offer letters and CVs of ALL 100% appointed (tenure track and non-tenure track) faculty to the Provost’s office for review before the department extends the offer.**
 - For **non-tenure track positions:**
 - The department creates the draft of the offer letter and sends it with the above materials to Elecia Smith (See Sample Letters at <http://oeoc.uark.edu/recruitment-information/sample-letters.php>).
 - For **tenure-track faculty positions:**

To generate an offer letter, please send the following to Interim Dean Shields and copy Dawn Fisher dfisher@uark.edu:

 - A letter of support on departmental letterhead from the Department Chair to Dean Shields that includes:
 - A brief statement of support
 - A sentence or two about why this candidate is the preferred choice
 - A brief statement about what they contribute to the department or university
 - Signature of Department Head

Please Note: Depending upon the position, both OEOC and the Provost must approve the hire. **Departments MUST have approval to hire before an offer is extended to the candidate.**

Post-Hire Steps

8. When the hiring process is complete, please send appropriate regret letters to applicants once the offer is accepted. See "Sample Letters" at <http://oeoc.uark.edu/recruitment-information/sample-letters.php>. Please adjust the letters to suit the needs of the department. Collect and retain a copy of the candidate's terminal transcript.
9. Email a signed copy of the offer letter to Elecia Smith, ecs002@uark.edu.