



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

**OFFICE OF ACADEMIC AFFAIRS
PROCEDURES AND PROCESSES FOR ACADEMIC APPOINTMENTS
AFFIRMATIVE ACTION CHECKLIST**

The following procedures conform to the University's Affirmative Action Plan and are required for the appointment of all faculty, including tenured and tenure-earning appointments, clinical and research faculty, instructors, lecturers, and other term appointments.

Forms for the Office of Academic Affairs are online at <http://www.uah.edu/academic-affairs/resources/forms>. All forms are now fillable PDF files and will no longer be accepted in any other format.

- Requests to fill a position originate in the Department or program and are forwarded to the Dean of the College. The College develops a list of recruiting priorities for the academic year.
 - The Dean discusses recruiting priorities with the Provost and obtains permission to open one or more positions. Both budget and program needs must be identified and justified.
1. **When permission has been obtained from the Provost, the following steps must be taken:**
 - a) Review the appropriate sections of the Faculty Handbook on appointment of faculty and affirmative action commitment. Review the University Affirmative Action Plan, available at <http://www.uah.edu/hr/resources/aa-eco>. Care must be taken to attract a large pool of qualified applicants and specific efforts must be made to locate women and minority candidates. State precisely (on Form B) in which publications the advertisement will appear.
 - b) **Prepare the Authorization to Recruit (Form A) and attach a budget spreadsheet and a PARF** identifying funding sources. (A copy of the *letter of resignation* or *letter of retirement* is required for replacement positions).
 - c) **Prepare the Academic Recruitment Plan (Form B)** and indicate all planned recruiting sources. For the first two options, please *list the names* of all journals, newsletters, and job registries in which the advertisement will be placed.
 - d) Prepare the advertisement. Please refer to the template set by the Provost's office for ad requirements. The template can be found along with all recruitment forms on the Academic Affairs web page. Include an Affirmative Action Statement at the end of the advertisement (*The University of Alabama in Huntsville is an affirmative action/equal opportunity employer/ minorities/ females/ veterans/ disabled*).
 - e) Email **Form A**, the **PARF**, **Form B**, and the advertisement to academicofficial@uah.edu (and CC: bwyo002@uah.edu) with electronic signatures for submission. The Provost's Office will no longer accept paper copies.
 - f) When approved, each position will be given a log #. A link for the AA survey will be assigned at this time to be distributed to applicants.

2. Approved copies of all paperwork will be returned to the Department via email. At this time, the PARF will be sent to the Budget Office for review. The Budget Office will review the PARF and will either approve it or respond with questions within two business days. Upon approval of the PARF, the Provost's Office will post the ad on the University Job Site and the ad may then be placed and distributed externally as appropriate for the Department. **(Please note: advertisements may NOT be placed until the Budget Office has approved the PARF).**
3. Place the advertisement through the usual purchasing procedures. Maintain records and document efforts to reach minority and women candidates such as notes of telephone conversations and correspondence with individuals, organizations, and universities.
4. Upon request, the Faculty Equal Employment Coordinator will meet with the search committee to explain policies and procedures.
5. When the applications begin to arrive, initiate the following steps:
 - a. Record the applicant information on the **Applicant Worksheet (Form E)**. Fill out all of the columns on which information is available (**the Provost's Office will complete Columns C-E**). The worksheet must be completed and submitted along with the request for interviews. Please make sure you have documentation for the information you place on the Applicant Worksheet.
 - b. The Provost's Office will add applicant ethnic/race data to the worksheet.
 - c. Effort should be made to ensure a diverse applicant pool, and that candidates from under-represented populations are given full consideration.
6. If you plan to conduct preliminary interviews via Skype/Phone to narrow down the pool, please record that data on **Form C (Request for Preliminary Interviews)**. Then submit the completed Form C along with Form D as detailed in step 7 below. If you do not wish to conduct preliminary interviews, you may skip this step and use only **Form D**.
 - a. *Please note that if the position is for a Lecturer, Instructor, Clinical Faculty, or Visiting Faculty, it may be necessary to use only **Form C** and forgo on-campus interviews altogether. If this applies to the position you must still submit **Form C**, along with candidate CVs, to the Provost's Office for approval **PRIOR** to interview. Then you may conduct the Skype/Phone interviews and proceed starting at Step 8.
7. Prepare the **Request for On-Campus Interviews (Form D)** to obtain permission to interview candidates on campus. Attach resumes of the candidates. **Form D** must be approved by the EEO Officer and the Provost prior to a campus interview. Review the Faculty Handbook for events to be scheduled during an interview. **CANDIDATES BEING CONSIDERED FOR TENURED OR SENIOR-LEVEL APPOINTMENTS MUST BE SCHEDULED FOR A MEETING WITH THE PROVOST AND THE PRESIDENT.**
8. When a recommendation for appointment has been decided, initiate the following steps:
 - a. **Complete the Selection and Justification (Form F)** with recommendation of choice for the position and obtain signatures (Chair and Dean). On page 2 of this form, you must list all candidates that were interviewed and **provide a detailed reason** for non-selection of each. "They were not as qualified" is not an acceptable response. Provide position-specific detail to support your decision.
 - b. **After a copy of the signed Form F is returned to the Department and Dean**, the Dean should send a request to appoint including a memo, a draft offer letter, "terms of employment", resume, and letters of reference to obtain approval for the appointment

from the Provost. No appointment, written or verbal, may be made without the approval of the Provost.

- d. If the selected candidate is NOT A U.S. CITIZEN, please notify the Office of International Services (OIS) as soon as possible. This will allow OIS to make an initial assessment of what will be needed for the candidate, and get the process under way. This will help ensure a smooth transition for both the candidate and your Department.
- e. If the candidate accepts, promptly notify the Office of Academic Affairs by sending a copy of the acceptance. (Please include the signed offer letter, terms of employment, patent agreement, and transcripts). If the candidate does not accept the offer please send a copy of the rejection to the Office of Academic Affairs or a note stating that the candidate rejected the offer and their reason for rejection if known. Check that **ALL** Affirmative Action Forms have been completed. If the candidate does not accept, review the applicant pool and repeat the process starting with step number 8 above.
- f. If the position is not filled, in most cases, it will be necessary to close out the position and begin the recruitment process from Step 1 at the beginning of a new academic year.
- g. Maintain all recruiting records, including completed applications, for three years.