Hiring of academic and administrative faculty

From: http://hr.unlv.edu/search/search-facpro.html

The hiring of academic and administrative faculty is outlined on the Human Resources website as follows:

1. Create, reclassify, or fill a position. To begin the search process, be sure to gain approval and complete the necessary forms.

2. Download and read the Faculty and Professional Staff Search Guidelines for more in-depth information.

3. Create a position vacancy announcement (PVA). A PVA includes a description of the role, principal duties and responsibilities, minimum qualifications, screening deadline, application instructions, and equal opportunity/affirmative action statement. Be sure to obtain proper approval by e-mail from your dean or assistant/associate vice president before submitting the PVA.

4. Submit an approved PVA and print advertisement. The PVA and advertisement should be sent directly to Graystone Group Advertising at ads@graystoneadv.com with a copy to human resources at hrsearch@unlv.edu. Graystone Group Advertising is the advertising agency retained by UNLV to assist departments with ad placement. You may also want to consider diversity-specific outreach (second page).

5. Organize a search committee. A search committee serves in a screening and advisory role. It does not make hiring decisions. The committee is composed of diverse individuals with in-depth knowledge of the position. Members can be from within or outside the department. Each member must complete a confidentiality agreement form before receiving access to applicants’ materials. Once the confidentiality forms are submitted to the search chair, members will review applicants’ materials independently to determine their preferred candidates before meeting to discuss and compare ratings.

6. Review and evaluate applications through UNLV’s online job application system, Consensus (formerly HR Search). The portal allows the committee to review each application to determine if the qualifications match the requirements of the job announcement and to rate each candidate’s potential for success in the position, giving full, fair, and impartial consideration. If you need assistance using Consensus, view the Consensus manual or call employment services at ext. 5-2894.

7. Complete the Equal Employment Opportunity/ Affirmative Action Review (EEO/AA). Before on-campus interviews are conducted, email the EEO/AA officer to analyze the applicant pool by race and gender. An interview pool of one requires advanced
EEO/AA approval.

8. Select candidates for interviews. You may conduct telephone interviews, conduct job-sampling exercises, or check a candidate’s references to determine the final interview pool. Once the final interview pool has been selected, forward the list of candidates to the appropriate search reviewer (typically a dean or associate vice president) for approval to interview them.

9. Schedule and conduct on-campus interviews. Contact candidates to set up on-campus interviews. If an applicant turns down an interview or fails to respond to an invitation to interview in a timely manner, the committee may withdraw the invitation to interview.

10. Follow these steps to recommend the final candidate. To recommend a candidate for hire, follow these steps and send supporting documentation to human resources for EEO/AA approval prior to conveying an employment offer.

11. Check the candidate’s references before you make an offer. View a list of sample questions to ask references and learn more about the requirements for checking references. Academic faculty must be supported by three written letters of reference. References for professional and classified employees are checked verbally.

12. After EEO/AA, hiring official, and vice president approval, you may make an offer to the final candidate. Once the offer is made and the candidate verbally accepts the offer, send a written offer from the hiring department to the candidate.

13. Close the search and send regret letters to unsuccessful candidates. Be sure to have the final candidate submit an I-9 employment eligibility form, sign up for the new employee benefits enrollment class, and prepare a WEB contract.

All forms and resources listed above are available on the Human Resources website.

Diversity Outreach

**Hispanic Population**
- REFORMA Newsletter (http://www.reforma.org)
- Hispanic Outlook (http://www.hispanicoutlook.com)
- El Mundo (http://www.elmundo.net)
- Journal of Hispanic Higher Education (http://jhh.sagepub.com)

**African American Population**
- Black Caucus of the American Library Association (http://www.bcala.org)
- Black Collegian Magazine (http://www.black-collegian.com)
- The Forum Magazine (http://www.nfbpa.org)
- Las Vegas Sentinel Voice (http://www.lvsentinelvoice.com)
Asian American Population
• Asian Pacific American Library Association (http://www.apalaweb.org)
• National Association of Asian American Professionals (http://www.naaap.org)

American Indian Population
• American Indian Library Association (http://www.ailanet.org)
• The Tribal College Journal (http://www.tribalcollegejournal.org)

General Diversity
• Women in Higher Education (http://www.wihe.com)
• Minority Faculty Applicant Database (http://theacademicnetwork.org)
• Diversity.com
• Sports Diversity Recruiting (http://www.sportsdiversityrecruiting.com)
• Diverse Issues in Higher Education (http://www.diverseeducation.com)
• Insight Into Diversity (formerly Affirmative Action Register (http://www.insightintodiversity.com)
• Academe Magazine (http://www.aaup.org/aaup)
• AcademicDiversitySearch.com
• Imdiversity.com
• Association of American Colleges and Universities (http://www.aacu.org)