UNIVERSITY OF NORTH ALABAMA

Protocol for External Faculty/Staff Searches

The University of North Alabama seeks to recruit and retain a diverse and highly-qualified faculty who demonstrate excellence in teaching, scholarly activities, and public service. Similarly, UNA endeavors to recruit and retain equally diverse and highly-qualified administrators and staff. Accordingly, the University is committed to ensuring that recruitment efforts are broad and focused on attracting diverse and qualified applicant pools by providing the following guidelines for external searches:

Once a search is authorized, the hiring manager will collaborate with Human Resources to determine recruitment strategies, including diverse recruiting source selection. Human Resources is committed to the continuous identification and evaluation of broad and diverse advertising strategies. The University has pre-determined reputable organizations, sites, nationally-distributed publications, and discipline-based organizations which can be counted on to reach diverse audiences with well-qualified potential applicants. Moreover, Human Resources will collaborate with the hiring manager to identify additional applicable advertising strategies which may include professional groups/associations/conferences, minority-focused media, and active recruiting methods.

While a search committee may be formed and utilized for the screening and vetting of candidates for any open position, a search committee is required only for faculty searches and staff searches at the director level and above. Search committee composition requirements for faculty positions are set forth in the Faculty Handbook. For staff searches, search committee composition is determined by each divisional head in consultation with Human Resources.

The hiring manager and/or search committee members are responsible for review and screening of applicant materials to select those candidates most qualified to advance in the process. Human Resources provides hiring managers and search committees with resources to ensure an equitable recruitment and selection process.

When a final candidate has been selected, the hiring manager makes a recommendation through the appropriate organizational hierarchy via an online request process. Once approved, the Office of the Provost or Human Resources will prepare an employment offer.

Deviation from this protocol may be necessary if unique circumstances exist. Exceptions to th( )]TJ ET Q0 26 2 reW*nB/F3 11.4 Tf10 g[ex)

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