



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Policy 7.13.1

Volume 7 Faculty Affairs
Chapter 13.1 Faculty
Appointment, Development,
Promotion, & Tenure Policy:
Recruitment

Responsible Office: University
Faculty Senate

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**Faculty Appointment, Development,
Promotion and Tenure (FADPT) Policy:
Recruitment**

Policy Statement

This policy describes procedures to be used in the recruitment of faculty to the Medical College of Georgia. The dean of the school requesting to recruit a new faculty must submit a request to the Senior Vice President for Academic Affairs & Provost for approval. The Dean appoints a Search Committee and Chair, who together conduct the search. Advertising is carried out with input from Affirmative Action/Equal Employment Opportunity Office. Candidates will be interviewed. Once a decision to hire is made, an offer of employment is made by the Department Chair as described herein. Faculty hires are official upon approval of the President of the Medical College of Georgia.

Reason For Policy

As a member of the University System of Georgia, the Medical College of Georgia must adhere to fair and legal hiring practices. This policy outlines the specific process by which faculty are to be hired at the Medical College of Georgia.

Entities Affected By This Policy

This policy affects all faculty and prospective faculty at the Medical College of Georgia.

Who Should Read This Policy

All faculty and prospective faculty should be aware of this policy. All Deans, Department Chairs, and faculty who are involved in the hiring of other faculty must know and understand this policy.

Contacts

Contact	Phone	e-mail/URL
President of Medical College of Georgia	706-721-2301	http://www.mcg.edu/admin/president.php
Senior Vice President for Academic Affairs & Provost	706-721-4014	http://www.mcg.edu/aaffairs
Vice Chair, University Faculty Senate	706-721-2334	http://www.mcg.edu/faculty/senate/vicechair.html
Chair, FADPT Subcommittee of University Faculty Senate	706-721-2334	http://www.mcg.edu/faculty/senate/committee-gov.html
FADPT Chair & Department Chairs in each school		School of Medicine: http://www.mcg.edu/som/ School of Dentistry: http://www.mcg.edu/sod/ School of Nursing: http://www.mcg.edu/son/ School of Allied Health Sciences: http://www.mcg.edu/sah/ School of Graduate Studies: http://www.mcg.edu/gradstudies/
AA/EEO Office	706-721-7782	http://www.mcg.edu/aaceo/index.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p7131.pdf>

Related Documents

Board of Regents Policy Manual: 803.01 Faculty Employment
<http://www.usg.edu/regents/policymanual/800.phtml>

Definitions:

These definitions apply to these terms as they are used in this policy:

Tenure	Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.
Primary Appointment	Appointment in the school that hired the faculty member.
Secondary (Joint) Appointment	Appointments in schools where the faculty member has a significant responsibility or contribution. This may be for a defined period of time.
Graduate School Appointment	Appointment made subsequent to the primary appointment and according to specific criteria in accordance with both the School of Graduate Studies and the school of primary appointment.
Academic Rank	May refer to tenure or non-tenure faculty. Academic ranks include, but are not limited to: Instructor, Assistant Professor, Associate Professor, Professor; Assistant Research Scientist, Research Scientist, Senior Research Scientist, and Principal Research Scientist.
Tenure track	Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by individual schools.
Non-Tenure track	Academic track not leading to tenure. Such tracks may be established for all positions in all schools at the Medical College of Georgia.

Overview

This policy describes the procedures to use when a new faculty is to be recruited and hired.

Process/Procedures

1.0 Recruitment

Search and screening committees serve a key function at the Medical College of Georgia by publicizing the availability of positions to a broad cross section of members of affected disciplines or professions, expanding the pool of qualified women and minority applicants, and facilitating the selection of the best qualified candidate for the advertised position.

These committees also act under an additional responsibility assigned by the President, which is to ensure decisions concerning the selection of prospective

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members of the University family are made solely on a basis of job-related criteria, without biased consideration of race, color, religion, national origin, sexual orientation, gender, age, handicap, or veteran status.

1.1 General Procedures

- a. All requests to fill faculty vacancies must be submitted to and approved by the Senior Vice President for Academic Affairs & Provost.
- b. Requests that have been approved by the Senior Vice President for Academic Affairs & Provost will be forwarded to the Dean of the individual school for initiation of search procedures as described below.
- c. The Affirmative Action/Equal Employment Opportunity (AA/EEO) Office will serve in a consultative capacity in matters pertaining the institution's affirmative action and equal employment opportunity policies and procedures.
- d. Faculty hires are official upon approval of the President of the Medical College of Georgia.

1.2 Specific Procedures

1.2.1 Obtaining Approval to Search

The department must complete a Faculty Recruitment Package, which includes an Applicant Clearinghouse Form, Faculty Employment Request, and Position Classification Form. The Position Classification Form should include a position description that identifies duties assigned to the position, skills required to perform duties assigned, and outlines the qualifications that provide the requisite skills. Applicant Clearinghouse identification numbers are obtained from the Faculty Affairs office by the Department and should be included on the Applicant Clearinghouse Form. The package is submitted to the Dean of the respective school for approval. The Dean, in turn, will forward the request to the Senior Vice President for Academic Affairs & Provost for approval. The Senior Vice President for Academic Affairs & Provost will return written approval to the Dean. The Dean of the school or the appropriate unit administrator shall initiate a search by:

- a. Appointing a search and screening committee (in consultation with the recruiting department)
- b. Ensuring that the chairperson has discussed means of assuring an effective search with the AA/EEO Officer
- c. Preparing evaluative criteria that follow from the position description and that will comprise the evaluation form to be used by members of the search committee in evaluating each candidate (in consultation with the search and screening committee)

1.2.2 Composition of Search and Screening Committee

- a. As described above, the appointment of a search and screening committee for a faculty position shall be the responsibility of the Dean of the school and the Chair of the recruiting department. A department with 15 or more faculty shall have a search committee consisting of at least five members. A smaller department shall have a committee consisting of at least three members. Departments are encouraged to include a representative from outside the department, school, or institution. Departments are strongly encouraged to establish committees with diverse membership.
- b. Search and screening committees will be charged by their appropriate Dean and/or unit administrator regarding expectations of the committee. The committee should not act until its responsibilities are fully understood by each member.

1.3 Advertising

- a. A copy of the announcement/advertisement must be forwarded to the AA/EEO Office and registered with the University System of Georgia Applicant Clearinghouse for any position where Board of Regents' approval of the appointment is required. Competitively recruited faculty and administrative position vacancies must be in the University System of Georgia Applicant Clearinghouse for a minimum of 30 days.
- b. Beyond the Clearinghouse, there is no required medium through which a position must be advertised. However, it is suggested that an effort be made to expand the pool of strong candidates by advertising widely and appropriately. The AA/EEO Office can assist departments in expanding applicant pools as they relate to underrepresented minorities.
- c. Each recruitment advertisement must carry the statement "The Medical College of Georgia is an Equal Opportunity/ADA/Affirmative Action Institution." The following abbreviated versions also are acceptable: "An Equal Opportunity/Affirmative Action/ADA Institution" and "An AA/EEO/ADA Institution." Additionally, advertisements must state the date on which the review of applications will begin and that the review will continue until the position is filled. If a deadline date is given for receipt of applications, no applications received after the deadline date can be reviewed.

1.4 Interviewing

1.4.1 Before the interviewing of candidates begins, the search committee shall develop a file for each candidate that contains:

- a. the candidate's letter of application
- b. at least three recent written recommendations and, when applicable, reports of telephone conversations and any correspondence with the candidate, including copies of electronic mail
- c. evaluation forms that contain job-related criteria as described in 1.d. above (NOTE: If two candidates seem equally qualified, the committee must be able to justify the final selection based on identifiable determining factors.)

1.4.2 While individuals with interview responsibilities should seek to put the interviewee at ease, formal interviews should avoid questions that are not related to the applicant's skills, qualifications, or other job-related factors. Neither the interviewer nor any other pre-employment inquiry should seek information that might be viewed as the basis for a biased hiring decision.

1.4.3 If all interviewed candidates are found to be unacceptable for the advertised position, then the pool of remaining acceptable candidates should be considered. If no remaining candidates exist, the Dean or appropriate unit administrator may extend or re-open the search.

1.4.4 Expenses associated with the interview process are the responsibility of the recruiting school or department. If a candidate visits the campus on his/her own initiative, the candidate must be told that the visit does not constitute an interview.

1.5 Offer of Employment

Upon selecting an appropriately qualified candidate for the position, the department chair will offer the candidate the position using the [Standard Faculty Offer of Employment](#).

1.6 Disposition of Applicants' Pre-employment Files

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At the conclusion of each search process, the hiring department should contact the Office of Faculty Affairs for information about disposition of pre-employment files.

1.7 Retention of Other Applicant Files

The completed files of all other applicants should be retained for a minimum of seven years from the date the position is filled.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.13.1, Faculty Appointment, Development, Promotion, & Tenure Policy: Recruitment, are:

Dean of the School	Initiates search by submitting request to the Senior Vice President for Academic Affairs & Provost
Senior Vice President for Academic Affairs & Provost	Approves the request to fill faculty vacancy
Search Committee	Conducts the search for new faculty hire. Ensures decisions concerning the selection of prospective members of the University family are made solely on a basis of job-related criteria, without biased consideration of race, color, religion, national origin, sexual orientation, gender, age, handicap or veteran status. Advertises, interviews, and recommends candidate to Department Chair.
AA/EEO Office	Assists Search Committee when requested to help ensure applicant pool includes underrepresented minorities. Ensures that advertisements contain appropriate EEO verbiage.
Department Chair	Makes the final job offer, contingent on President's approval
President of the Medical College of Georgia	Gives final approval to all faculty hires

Forms

Applicant Clearing House Form: available from Office of Faculty Affairs

Faculty Employment Request: <http://www.mcg.edu/faculty/office/Recruitment/fer.pdf>

Position Classification Form:

http://publish.mcg.edu/hr/Employment/documents/PCF_WEB_01282008.pdf

Standard Faculty Offer of Employment:

<http://www.mcg.edu/faculty/facman/fadpt/EmploymentOffer.pdf>