

# **Applicant Clearinghouse Guidelines**

## **MCG Faculty Recruitment Process**

### Applicant Clearinghouse

- The University System of Georgia Applicant Clearinghouse (ACH) is a centralized base of information on vacant full-time faculty and administrative positions in the University System for which Regent's appointment approval is required and advertising is planned.

### Purpose of the ACH

- The purpose of the ACH is to enhance equal employment opportunities in support of the recruitment programs of the thirty-four institutions of higher education within the University System of Georgia.

### ACH General Overview

- Each institution within the University System conducts its own process of recruitment and employment but normally refers to the ACH for potential applicants for those regular faculty and administrative position vacancies requiring Regents' appointment approval.
- Individuals interested in academic or administrative positions in the University System of Georgia may register with the ACH and receive information on such positions. Submission of data by ACH registrants does not constitute application for a position but may result in recruiting contacts from any institution within the System.
- Each time a faculty or administrative position vacancy is posted with the ACH, an automatic search of the registrant files is generated and a list of potential applicants which cross match by degree and discipline with the position is forwarded to the appropriate search committee. Concurrently, a post card is sent to the registrant advising them that they may qualify for the position and that, if interested, they should submit a letter of application to the Institution advertising the vacancy.
- Registration with the ACH is accomplished by providing information to the ACH. The information is held for a period of six months, and may be updated or removed at any time by the registrant. There is no fee charged for the services of the ACH.

### ACH Institutional Procedures

- ACH Form is a University System of Georgia requirement to begin the MCG Faculty Recruitment Process.
- The Applicant Clearinghouse can not be the only recruitment resource, unless prior approval has been received from the Provost.

### Faculty Recruitment Package (send to the Office of Faculty Affairs [OFA]):

- ACH: Complete part A of the ACH form (retain blue and green copies until the position is filled)
- Faculty Employment Request (FER)
- Copy of the advertisement that will be used when advertising the position.

## **Applicant Clearinghouse Guidelines - Continued**

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#### General ACH Institutional Guidelines:

- The Applicant Clearinghouse requires a minimum of 30 days for a position to be posted in the system.
- Once the approval notification is sent to the hiring unit by the Office of Faculty Affairs, the earliest application deadline date can be determined.
  1. The application deadline date will reflect 30 days following the date of the approval notifications.
  2. If the application deadline date is changed by the Office of Faculty Affairs, the hiring unit will be notified in the approval notification.
  3. If the hiring unit wants to use the earliest application deadline date, the application deadline date can be left blank. This information will be entered by the Office of Faculty Affairs.
- Once the application deadline date has passed and the position has not been filled, the hiring unit must provide the new application deadline date applicable to the on-going search.
- When a position has been offered and accepted, a copy of the acceptance letter must be faxed to the Office of Faculty Affairs @ 1-1074 so the ACH Number can be removed from the Applicant Clearinghouse System and MCG Faculty Vacancies Web Page.

#### General ACH Correspondence Departmental Guidelines:

- OFA receives updated listing of the MCG faculty vacancies within the Applicant Clearinghouse System. The ACH listings are forwarded to the ACH representative of the Dean or Vice President for information.
- The ACH representative should review the listing as well as the faculty vacancies on the MCG Web pertaining to their area of responsibility. OFA should be notified of any discrepancies.
- The Applicant Clearinghouse will forward a listing generated when a cross match occurs (a degree and/or discipline reported by an ACH registrant matches the degree and/or discipline requirements of a posted vacancy).
- OFA will forward this information to the hiring unit.
- When the hiring unit receives a list of registrants, a letter from the Search Committee Chair must be sent to each individual listed. The letter should state that:

The University System of Georgia Applicant Clearinghouse System has reported that your degree and/or discipline description matches the degree and/or discipline requirements of a posted vacancy within the Department of \_\_\_\_\_, School of \_\_\_\_\_, at the Medical College of Georgia. If you are interested in applying for the position, please follow the directions as outlined in the enclosed information. Thank you for your interest in the Medical College of Georgia.