UNIVERSITY OF NORTH FLORIDA
FACULTY EMPLOYMENT

Full and Part-Time Faculty Recruitment and Appointment

The University has established the following policy in order to establish an orderly and consistent process for the recruitment and appointment of full and part-time faculty and to ensure that all individuals appointed meet the minimum qualifications required of teaching faculty. This policy supercedes anything to the contrary in the Faculty Handbook.

There are four main objectives central to the University’s faculty recruitment and appointment policy:

A. to recruit and appoint the best qualified persons in a nondiscriminatory manner with respect to race, color, religion, national origin, gender, age, marital status, veteran’s status, and/or disability;
B. to ensure that the criteria used for hiring teaching faculty are job related and meet accreditation requirements regarding faculty credentials;
C. to ensure that documentation is on file demonstrating the required qualifications regarding individual faculty criteria; and
D. to ensure diversity in areas where underutilization of women and minorities is found.

SACS minimum qualification requirements:

- Every faculty member who teaches an Undergraduate course (course levels 1000 – 4000) leading toward the associate in arts or the baccalaureate degree, other than physical education activities must, at a minimum, meet one of the following:

  1. have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree;
  2. hold the minimum of a master’s degree with a major in the teaching discipline; or
  3. in exceptional cases, demonstrated contributions to the teaching discipline such as scholarly or creative activity and outstanding professional experience may be presented in lieu of formal academic preparation in the above areas. The Department Chair using the attached Exception Justification Form must justify each case on an individual basis and obtain the review and approval of the College Dean prior to being forwarded to the Provost. Exceptions are very rarely made and must have the written approval of the Provost or President.
• Every person who teaches a course at the master’s and specialist degree level (course levels 5000 – 6000) must, at a minimum, meet one of the following criteria:

1. hold the terminal degree, usually the earned doctorate, in the teaching discipline OR an earned doctorate in a closely related discipline; or in some instances, the master’s degree in the discipline may be considered the terminal degree, such as the MFA; or
2. master’s degree in the teaching discipline coupled with a doctoral degree in a closely related discipline; or
3. in unusual cases, demonstrated exceptional scholarly or creative activity. It is the responsibility of the institution to justify the master’s degree, or master’s in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. The Department Chair using the attached Exception Justification Form must justify each case on an individual basis and obtain the review and approval of the College Dean prior to being forwarded to the Provost. Exceptions are very rarely made and must have the written approval of the Provost or President.

• Every person who teaches a course at doctoral level (course level 7000) must hold the earned doctorate in the teaching discipline or an earned doctorate in a closely related discipline.

1. General Recruitment Requirements

All searches must be in compliance with federal and state laws and must yield candidates that meet the minimum requirements set forth above. Search committee chairs and hiring officials should obtain a copy of suggestions for searches and other information from the Office of Equal Opportunity Programs (OEOP) website and review these before embarking upon the search process. The hiring official should be prepared to document, at any time throughout the process, the required minimal credentials expected for a faculty teaching position, the diversity initiatives utilized in all stages of the hiring process including the selection and appointment of search committee members, the criteria and qualifications set forth in the Recruitment Request package (Recruitment Request Form and Recruitment Plan), the venues in which the position is being advertised, and the individuals involved in the interview process. The hiring official and search committee chair should seek guidance from the Director of OEOP, the Dean, and the Provost for assistance in ensuring a diverse pool of applicants is recruited and that interviewees are exposed to diverse segments of the University.

2. Specific Recruitment Requirements

a. A Recruitment Request package is needed to fill vacant or new full and part-time faculty positions unless an exemption from these requirements has been explicitly
granted below or a waiver of a search has been approved in writing by the President. The paperwork must be completed in its entirety and shall state the faculty credentials required for the position. The Recruitment Request package shall be forwarded to OEOP with the signatures of the department chair/head of unit, dean, and Provost or President. All positions must be advertised except as noted below under Exemptions. The posting of advertisements for full-time faculty positions shall be the responsibility of the college or department. The posting of advertisements for part-time faculty positions shall be the responsibility of the Office of Academic Affairs.

b. The hiring official is responsible for aggressively recruiting a diverse pool of applicants that meet the required faculty credentials for the position and thus ensuring the University’s strong commitment to diversity. The hiring official is responsible for naming the chair and other members of a search committee and this committee must be appointed with as diverse a composition as practicable. The search committee or hiring unit must develop a recruitment plan, which is to be approved by the Provost and forwarded to OEOP. The recruitment plan shall include a copy of the position vacancy announcement, a timetable for completing the search and extending an offer, a list of the committee members, a list of when and where advertisements of the position will be announced, and a report detailing the current employee makeup of the department by race and gender.

c. All advertisements must include the date that the review of applications is to commence and the position's essential duties, responsibilities and required minimum qualifications, and any preferred qualifications as specified in the Recruitment Request form. The scope of advertising depends upon the position and all should include the following phrase: “UNF is an Equal Opportunity/Equal Access/Affirmative Action Institution.”

d. The search committee chair or hiring official must coordinate with the OEOP to have the applicant pool certified prior to scheduling interviews. The Dean must also approve candidates in the final interview pool before they are invited to campus for an interview. Search Committees are encouraged to utilize the UNF Search Committee Guidelines set forth later in this policy.

e. Once interviews have been completed and a candidate is identified for final consideration, the hiring official must complete an Employment Recommendation package. The College Dean is responsible for submitting the package for written approval by the Provost. That documentation should specify the steps taken to recruit women and minorities. The Provost shall ensure that the documentation is complete and must approve the candidate’s hire before an offer is made. No offer of a teaching appointment shall be extended to any individual until the Provost grants written approval. Documentation for teaching faculty will be maintained in the Office of Academic Affairs. The package shall include:

- Faculty Documentation Checklist Form (attached)
- Proposed Letter of Offer or Part-time Faculty/Adjunct Contract
- An official transcript with a raised seal from the institution granting the
highest degree. If the highest degree awarded does not reflect preparation in
the teaching discipline, then official transcripts are required from all other
institutions being used to substantiate formal academic preparation in the
teaching discipline. The highest degree must be highlighted. Additionally,
for those individuals who possess only a master’s degree without a major in
the teaching discipline, the graduate semester hours (18 minimum) in the
teaching discipline must be highlighted. As an exception to this provision, a
copy of a transcript forwarded from a university placement office as part of a
placement packet (which would not contain the raised seal) is acceptable, as is
a copy of a transcript from a higher education institution outside the United
States (i.e., an international transcript). A translated version of the
international transcript must be provided at the time the transcript is submitted
to the Dean’s Office.
• A current curriculum vitae
• Three professional letters of recommendation from persons that can attest to
the faculty member’s qualifications to perform instruction in the assigned field
of study. Letters must be signed and dated and should not be more than one
year old at the time of initial hire. No e-mail or fax copies will be accepted.
• Copies of any other correspondence which documents additional credentials
for the position
• Specific steps taken to recruit women and minorities
• Note: only in rare and exceptional cases will the Provost for those
teaching faculty who are exceptions to SACS minimum qualification
requirements approve a Justification Form.

Any file not submitted to the Office of Academic Affairs in accordance with the above
requirements will be returned to the Dean’s Office and will not be accepted until all
appropriate documentation and information is provided.

Note: In cases where a part-time faculty member is teaching in a new content area than
that previously approved, a new request for approval under paragraph “e” will need to be
prepared by the Department Chair for review and approval by the College Dean prior to
being forwarded to the Provost. The request should be accompanied by appropriate
documentation that attests to the faculty member’s qualifications to perform instruction in
the new content area. No offer of a teaching appointment shall be extended to any
individual until the Provost grants written approval.

f. Written records of the recruitment and selection process must be kept by the
Office of Human Resources for at least three years. These records should include a copy
of the Recruitment Request Package, information on advertising, recruitment letters,
telephone calls or other contacts, interview notes, applications received, letters of
appointment or rejection and specific steps taken to recruit women and minorities.
3. Exemptions from Recruitment Requirements

The following positions are exempt from the recruitment requirements outlined above, however, prior to making an appointment, the Provost is responsible for approving the process by which an individual will be appointed to the position and for ensuring that individuals appointed to a full or part-time teaching position meet the faculty credentials to teach at the appropriate level and that the required documentation is on file.

   a. Positions to be filled as visiting appointments if the appointment does not extend beyond one year.
   b. Other Personnel Services (OPS) positions.
   c. Positions to be filled via an internal promotional process.

The following positions are also exempt from the recruitment requirements outlined above, however, prior to making an appointment, the Provost is responsible for ensuring that individuals appointed to a full or part-time teaching position meet the faculty credentials to teach at the appropriate level and that the required documentation is on file.

   a. Position funded from contracts or grants where the principal investigator and/or other proposed incumbents are specifically identified by name in the contract or grant or positions that were terminated because a contract or grant ended but are reestablished by a subsequent contract or grant.
   b. Positions to be filled by persons who have been laid off and who have recall rights under rules, policies, or collective bargaining agreements.
   c. Positions of half time (.5 FTE) or less.
   d. Positions to be filled on an acting, temporary, or emergency basis for one year or less.
   e. Positions to be filled by an employee who completed in good standing a bachelor’s degree or higher through the university’s educational leave program.
   f. Positions filled in settlement of litigation, grievance, or arbitration.

The following circumstances do not represent bona fide position vacancies and the requirements set forth above are not applicable.

   a. Academic rank promotions.
   b. Position rotation.
   c. The reassignment or demotion of an employee to a different position.
   d. The reclassification of a filled Faculty position if no actual vacancy exists.