



**Office of
Academic Affairs**

Faculty Hiring Guide

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Office of Academic Affairs Administration
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Introduction

This document serves as a reference guide regarding procedures and other requirements to hire full-time faculty following state and federal law, university regulations and policies, and other rules. It is updated routinely as new changes are implemented. In that regard, please download the most recent version of the guide, as noted by the effective date on the title page, from the Provost's Office website at <http://provost.ucf.edu/forms-policies-and-procedures/> prior to beginning a new search.

For information regarding additional procedures, processes, and requirements specific to your area vice president (VP) or college, or for assistance regarding hiring procedures for part-time (adjunct) faculty, please contact your area VP or college personnel representative for assistance.

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Getting Started

Budget authority

Education & General (E&G) positions: The first step in faculty recruitment and hiring for E&G positions is to obtain budget authorization from your area VP or college dean's office. Please note that budget authorization must be obtained for all E&G searches, including those that are simply replacements for recently vacated positions. Please contact your area VP or college dean's office directly for assistance in this regard.

Contract & Grant (C&G) positions: To confirm budget availability for C&G positions, contact the Office of Research and Commercialization.

Position number assignment

This is a 5-digit number associated with the specific job or position vacancy that will be used throughout the process and ultimately assigned to the selected candidate. Position numbers for all budget entities (E&G, C&G, or auxiliary) can be obtained by contacting your area VP or college dean's office.

Search and Screening Procedures

What is a search and when is one required?

A search is defined as the process of filling a job or position vacancy via public announcement ("posting") and recruitment followed by consideration of all qualified applicants. **A search is required for all UCF faculty positions unless specifically exempted.** For a description of search exemption categories, please refer to the "Request for Exemption from Posting" form at www.eeo.ucf.edu/. For assistance with completing and using this form, please contact the Office of Equal Opportunity and Affirmative Action Programs (EOAA).

Note that one of the search exemption categories ("In the best interest of the University") includes a provision for current UCF employees that have received notice of layoff, or former UCF employees that have been terminated from the university due to layoff. Specifically, if a UCF employee that has received notice of layoff (or has already been terminated by the university due to layoff) applies for a position and meets the required qualifications as described in the posting, he or she may have alternate employment or recall rights, and a search may no longer be required. Please refer to Appendix A of this guide for information regarding the hiring process if a candidate with UCF alternate employment or recall rights has been identified.

What is a search committee and when is one required?

A search committee is a group appointed by the hiring official to assist with the search process by screening the applicant pool and recommending potential candidates to the hiring official. The selected applicant must have submitted an application to a posting that has been open at least seven days. Note that a search committee is required for all faculty positions that require a search, with one exception. An applicant for a faculty position may be hired without having been screened by a search committee when she or he is hired through the Targeted Opportunity Program (TOP). See <http://facultyexcellence.ucf.edu/> for more information on the TOP.

Search and screening guidelines

Information regarding the university's search process is available through the EOAA Programs office. Specifically, the university publishes *Search and Screening Guidelines* for faculty searches and *Recruiting a Diverse Faculty* that includes information for the hiring official, the search committee chair, and the search manager preparing the documents. Topics include advertising, the composition of the search committee, screening rounds, and preparation of documents for administrative review. The *Recruiting a Diverse Faculty* document outlines methods for obtaining a diverse faculty pool. Both documents are available at <http://www.eeo.ucf.edu>. Hiring officials, committee chairs, and search managers are also encouraged to contact the EOAA office for information prior to the start of the search, or at any time during the process.

Procedures for posting on the UCF Employment Opportunities website (www.jobswithucf.com)

Posting on UCF's employment opportunities website is required for all positions that require a search. In other words, only positions in one of the categories defined in the previously-mentioned "Request for Exemption from Posting" form are exempt from posting. All faculty E&G positions, except for visiting non-renewable positions and positions filled through the Targeted Opportunity Program (TOP), must be posted for a minimum of four (4) weeks. All other faculty positions may be posted for a minimum of one (1) week. For more information regarding the UCF position vacancy listing and the search process, please refer to the Search and Screening Guidelines section. For information regarding how to get a position listed on the UCF website, please refer to the Online Employment System Tutorial available at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/preparing-to-hire/faculty-procedures/>.

Selection and Employment Agreement

Making an offer of employment

Official faculty offers can be made only by the provost and executive vice president or direct designee. Specifically, all such offers shall be made via the Faculty Employment Agreement form and related attachments signed by the provost and executive vice president or direct designee.

"Unofficial" offers of employment create liability for the university and the college/unit. As such, unofficial offers of employment are prohibited and will not be honored by the university. On the other hand, the university recognizes that there may be circumstances in which a candidate may need written documentation of the search status at UCF, such as where the candidate is entertaining an offer from another institution. In these limited circumstances, the college/unit may provide a written letter summarizing the search status and indicating that a Faculty Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost or designee. In those limited circumstances, where such a letter is provided by the college/unit, the language outlined in Appendix B of this guide must be included.

Prior to any offer of appointment being made, the following should be considered and preapproved:

1. **Individuals Holding Public Office:** A candidate that holds or formerly held a political office at the local, state, or national level must be approved for hire by the provost and executive vice president *prior to making an offer of employment*. Specifically in such cases, the respective college dean or administrative area vice president must consult with the vice president for university relations and then seek hire approval from the provost and executive vice president. Dean/VP offices may contact the Office of the Provost. For additional information, please refer

to the UCF *Guideline on the Appointment of Individuals Holding Public Office* at: <http://provost.ucf.edu/forms-policies-and-procedures/>.

2. **Employment of Relatives:** UCF policy 3-008.2 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of faculty who have indicated on the Applicant Affirmation that they have a “relative (as specifically defined by the policy)” employed by the university must be reviewed and approved by the provost or designee. Additional information on the policy and process can be found at <http://hr.ucf.edu/files/EmploymentofRelativesForm.pdf>.

When can the hiring official request a Faculty Employment Agreement?

Departments may request a Faculty Employment Agreement from their area VP or college dean’s office personnel representative as soon as a search has been completed following all university rules and regulations outlined in this guide and the Search and Screening Guidelines. Note that this assumes the job posting on the UCF employment opportunities website has been officially closed (meaning the posting deadline as listed on the website is not currently “open,” or the listed application deadline has passed and all timely applicants have been considered).

Procedures for requesting a Faculty Employment Agreement

Faculty Employment Agreement requests to the provost via the Academic Affairs Administration office must be made directly by the area VP, college dean, or designated personnel representative, as follows:

1. Complete the online Faculty Employment Agreement form available at <http://provost.ucf.edu/forms-policies-and-procedures/> (under the “Recruitment and Employment” section).
2. For E&G hires, complete the online E&G Salary Commitment form available at <http://provost.ucf.edu/forms-policies-and-procedures/> (under the “Budget-Related” section). This form is not required for contract & grant (C&G) or auxiliary employees.
3. For E&G hires, forward the completed Faculty Employment Agreement and E&G Salary Commitment forms electronically via email to the Academic Affairs Administration office at acadadm@ucf.edu. To facilitate tracking and processing, the email subject line must include the employee’s last name and position number (For example, Jones, 31234).

Note that the E&G Salary Commitment form must be approved by the area VP or college dean’s office responsible fiscal officer, and thus it is required that he or she be copied on the email submission to the Academic Affairs Administration office.

4. For C&G hires, the request to Academic Affairs Administration must come directly from the Office of Research & Commercialization (ORC). Therefore, all C&G requests from the area VP or college dean’s office must first be forwarded to ORC, following their established procedures. Please contact the ORC personnel representative directly for assistance in this regard.
5. For regional campus hires, the request to Academic Affairs Administration must come directly from Regional Campuses Administration. Therefore, all regional campus requests from the area VP or college dean’s office must first be forwarded to Regional Campuses Administration, following their established procedures. Please contact the Regional Campuses Administration personnel representative directly for assistance in this regard.
6. For tenure-earning hires, hires with tenure or tenure credit, salaries equal to or greater than \$150,000, area VP or college dean direct reports (i.e., associate deans, chairs, etc.), and TOP hires, attach an electronic copy of the selected candidate’s curriculum vitae and an email/memo from the dean/VP indicating that he or she has approved this hire. For hires with tenure, also

include a “Tenure with Hire” form (AA-12) which is available on the Faculty Excellence website at <http://facultyexcellence.ucf.edu/resources/>. For hires with tenure credit, include a brief statement, approved by the area VP or college dean, supporting the decision to grant the candidate credit towards tenure.

For TOP hires, please also attach a copy of the approved Targeted Opportunity Program Application (see guidelines in Appendix C of this guide).

For a chart of forms to submit for different requests, please see Appendix D of this guide.

7. Reviewed and approved Faculty Employment Agreements will be signed by the provost or designee and forwarded to the area VP or college dean’s office personnel representative (along with the associated Conditions of Employment form) for transmittal to the selected candidate.
8. The selected candidate must sign and date the Faculty Employment Agreement and Conditions of Employment forms and return the originals to the hiring official as soon as possible for transmittal to the Office of Human Resources (HR) Records section, as indicated in the “Signing Up for Payroll and Benefits” section of this guide. In addition, copies of all the forms must be provided to the candidate, and the area VP or college dean’s office.

Incomplete or inaccurately completed or submitted Faculty Employment Agreements or E&G Salary Commitment forms (including requests submitted to the incorrect email address, or requests not submitted by or copied to the required parties) will be returned to the area VP or college dean’s office personnel representative and will cause delays in processing. Therefore, please be sure to follow the instructions on the forms and contact the Academic Affairs Administration office for assistance as needed ***prior to completing and submitting the forms.***

Criminal history background checks

UCF requires a criminal history background check for all new faculty hires, as well as rehires that have been off the university payroll for one year or more. Employees for whom a criminal history background check has not been completed may not be placed on the university’s payroll. In order to request the required background check, the hiring official must forward a completed and signed Faculty Applicant Affirmation form directly to HR’s Recruitment section. To obtain more specific information regarding the criminal history background check process, please visit the Manager & HR Liaisons section on the HR website at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>.

Note that the purpose of any criminal background history check is to determine whether criminal history is job-related. A criminal history is not a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

Submitting Documentation for Administrative Review

Search documentation

All search documents should be submitted to the EOAA Programs office for review promptly when the search has been completed, but no later than 30 days prior to the end of the candidate’s initial hiring semester. This includes all search materials and the selected candidate’s credentials gathered during the search process as described in the Search and Screening Guidelines. **Failure to submit the required materials by the deadline will result in automatic issuance of a letter of non-reappointment to the employee. If you have any questions, call your area VP or college dean’s office personnel representative.**

To ensure that all the required materials have been secured, please complete the Faculty Hiring Package Checklist, available on the Provost's Office website at <http://provost.ucf.edu/forms-policies-and-procedures/>, and submit it to the EOAA Programs office along with the completed hiring package.

Teaching qualifications documentation

As indicated in the Faculty Hiring Package Checklist, certification of teaching qualifications is required for all new faculty expected to serve as an instructor of record for UCF credit-bearing courses (including thesis and dissertation hours, directed research, and independent studies). Certification is now completed online through the Faculty Qualifications Management System (FQMS). For instructions or questions about the FQMS please contact Academic Program Quality, or visit, <http://afia.ucf.edu/fq/fqteaching/fqms/>.

Graduate Faculty Appointments

Before engaging in any graduate level activities (i.e., teaching graduate courses and/or serving as a member, advisor, chair or co-chair of a thesis or dissertation committee, a faculty advisor for a thesis or dissertation student) an individual must be appointed as a member of the UCF Graduate Faculty or as a Graduate Faculty Scholar. Appointments to the Graduate Faculty may be at the level of Associate Graduate Faculty or Full Graduate Faculty, depending on the candidate's qualifications. In order to nominate a candidate for such an appointment, the hiring department must complete and submit (electronically) an approved Nomination and Appointment to Graduate Faculty & Graduate Faculty Scholars form along with a copy of the nominee's curriculum vitae to the College of Graduate Studies.

The nomination form and additional information regarding this process can be found at <http://www.admin.graduate.ucf.edu/formsnfiles/>.

Signing Up for Payroll and Benefits

Payroll guidelines and deadlines

Once the new employee has signed the Faculty Employment Agreement and Conditions of Employment forms, the forms must be forwarded to the Office of Human Resources (HR) Records section along with an electronic Personnel Action Form (ePAF). For more specific information regarding Payroll Services procedures and deadlines, please refer to the Payroll Resources section of the HR website at <http://hr.ucf.edu/liaisons-and-managers/>, or contact the Payroll Services section directly for assistance.

As indicated previously, employees for whom the required criminal history background check has not been completed may not be placed on the university's payroll. In order to expedite the required background check, the hiring official should request one as soon as a candidate has been selected by forwarding a completed and signed Faculty Applicant Affirmation form directly to HR's Talent Acquisition section. For more information in this regard, please review the "criminal history background checks" section of this guide.

New employee sign-in and orientation sessions

In order to place an employee on the university's payroll and comply with federal immigration law, all new employees are required to complete sign-in paperwork in their hiring department no later than three (3) business days after the employment start date according to the Faculty Employment Agreement. New employees must also attend an orientation session which covers university policies, procedures and benefits. The orientation sessions are hosted by the Office of Human Resources but must be coordinated by the hiring department at the time the sign-in paperwork is completed. For

more specific information regarding new employee sign-in procedures and orientation sessions, documentation required from the employee, etc., please refer to HR's Employment Services & Records website at <http://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2/> or contact the Employment Services & Records section directly for assistance.

Note that failure to complete sign-in and provide Payroll Services with the necessary documentation required for compliance with federal immigration law and withholding requirements within three business days after the employment start date as indicated on the Faculty Employment Agreement will nullify the Faculty Employment Agreement. In the event that a new employee is unable to complete sign-in within the three-day period, a new Faculty Employment Agreement with a new employment start date will need to be issued.

Benefit enrollment sessions

A "New Employee Benefits Summary" will be provided to all new faculty during the New Employee Orientation, at which time the employee can either turn in already completed benefit forms or opt to attend a later Benefits Enrollment Session. For more specific information regarding benefits, please contact HR's Benefits section directly for assistance or visit the website at <http://hr.ucf.edu/current-employees/>.

Signing Up for New Faculty Academic Orientation

New faculty are strongly encouraged to attend the annual Faculty Academic Orientation, hosted by the Faculty Center for Teaching & Learning (FCTL). This orientation session is entirely different from the required New Employee Orientation session hosted by the Office of Human Resources (described previously). Specifically, this two-day event is an introduction to faculty life at UCF covering topics such as tenure and promotion, research funding, teaching pedagogy, and exposure to the wide range of support systems and resources available to promote faculty success at UCF.

For more specific information and to sign-up for New Faculty Academic Orientation, please contact the FCTL by calling their office directly or visiting their website at <http://www.fctl.ucf.edu/>.

Obtaining a Personal ID and MS Outlook Email Account

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The EmplID assignments will enable the employee to begin the process of securing a parking decal from the University Parking and Transportation Services office, access to University Libraries services, as well as the ability to order course books and other information to support their transition to the university.

The EmplID number can be obtained by the college/area by partially completing the "Hire an Employee" form via the electronic Personnel Action Form system (ePAF).

Please note that it is the department's responsibility to ensure that EmplID's are created only for those employees who have received a formal offer of employment.

For more information regarding how to obtain an EmplID, please refer to Human Resources' "How to Create an EmplID for an Employee through ePAF" mini-guide available at <http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-mini-guides/>.

Once an EmplID is assigned, a UCF Exchange email account may be requested by the hiring college/area. For further information on this process, please refer to the Computer Services & Telecommunications website at <http://www.cst.ucf.edu/service-desk/service-desk-help-for-facultystaff/> (*under Exchange Email*).

Appendix A-Hiring Process for Candidates with Alternate Employment or Recall Rights

As stated in the “Search and Screening Procedures” section of this guide (see “What is a search and when is one required?”), current UCF employees who have been given a notice of layoff, or former UCF employees who have been terminated from the university due to layoff, may have alternate employment or recall rights to an available position and thus a search may not be required.

Difference between Alternate Employment and Recall Rights

Alternate employment is shorthand for positions that represent appropriate alternate or equivalent employment.

Recall rights are for positions that are the same or similar to the position from which an employee is laid off.

In either case, candidates must be qualified for the available position. The rights vary for employees in different categories (USPS, in-unit faculty and A&P, and out-of-unit faculty and A&P).

Eligibility Guidelines for Faculty and A&P Employees

The alternate employment period occurs after notice of layoff but before termination.

For in-unit faculty and A&P, recall rights commence when employees are notified of layoff and extend, for those not otherwise employed in an equivalent full-time position, for two years after termination for layoff. For out-of-unit faculty and A&P, and for USPS employees, recall rights commence at termination for layoff and extend for one year.

Employees in the following categories do not have alternate employment or recall rights:

1. OPS
2. Visiting
3. Appointed for less than one academic year
4. Non-E&G appointments (C&G, AUX, Local Funds, etc.)

Identifying Candidates with Alternate Employment or Recall Rights

As with any E&G hire request, a candidate may be identified in consultation with Contract Compliance and Administrator Support (CCAS) before a hiring unit posts a position, otherwise, the unit should proceed as usual and post the position via the online system. All E&G regular as well as visiting renewable vacancies except for positions filled through the TOP, must be advertised for a minimum of four (4) weeks (C&G and AUX vacancies can be posted as usual for a minimum of one (1) week).

After posting, candidates with possible rights may be identified by CCAS, or they may self-identify via the online hiring application system. In either case, CCAS will consult with the hiring unit to determine whether an identified candidate has alternate employment or recall rights for the position at hand. This decision may require an interview. If a candidate in a faculty search who has applied online is confirmed by CCAS to have alternate employment or recall rights, this will be flagged in the online hiring system, much like the veteran's preference extended to USPS candidates.

Selection Process for Candidates with Alternate Employment or Recall Rights

Qualified in-unit faculty and A&P candidates who have been verified by CCAS to have alternate employment rights must be hired. Out-of-unit faculty and A&P candidates who have been verified to have alternate employment rights receive a hiring preference (they must be advanced to the final round of candidates and interviewed).

Candidates who have been verified by CCAS to have recall rights for the position at hand must be hired, whether in-unit or out-of-unit.

If several candidates meet these criteria, those with recall rights take precedence over those with alternate employment rights. If several candidates have equivalent rights, then the candidate best suited for the position should be selected.

If a unit does not select any of the candidates with alternate employment or recall rights in its applicant pool, the decision must be countersigned by the Office of Contract Compliance and Administrator Support.

Hiring a Candidate with Alternate Employment or Recall Rights

If, upon consultation with CCAS, a unit identifies and selects a candidate with alternate employment or recall rights, the unit should immediately cancel the search by preparing a Position Vacancy Announcement (PVA) Change Form and submitting it to Academic Affairs Administration, per the current process. On the PVA change form, please state clearly the reason for the cancellation.

In the hiring packet, include the EOAA "Request for Exemption from Posting" form. Choose category #7, and specify whether the candidate has alternate employment or recall rights. For additional information, please refer to the "Office of Equal Opportunity and Affirmative Action Programs Guidelines for Exemptions from Posting" (under "Employment Related Links") at <http://eeo.ucf.edu/> .

Include all items in the hiring package with the exception of the telephone reference checks. A copy of the transcript may be submitted in place of the original. For candidates hired with tenure under alternate employment rights, a tenure vote is required and must be reported on the AA-12 form as usual. For candidates hired with tenure under recall rights, a tenure vote is not required; however, the AA-12 form must be included and, in place of the tenure vote, the college/unit should note the following: "Tenure restored under recall/re-employment rights."

Additional Questions about Alternate Employment Preference and Recall Rights

Alternate employment and recall rights are governed by UCF Regulation 3.0123 Layoff (for most USPS and out-of-unit faculty and A&P employees) or Article 13 of the BOT-UFF Collective Bargaining Agreement (for in-unit faculty and A&P employees).

UCF Layoff Regulation:

<http://regulations.ucf.edu/chapter3/index.html>

BOT-UFF Collective Bargaining Agreement:

<http://www.collectivebargaining.ucf.edu/completecba.asp>

Appendix B-Unofficial Letter of Offer

As stated in the “Selection and Employment Agreement” section of this guide (see “Making an offer of employment”), a college/unit may provide a written letter summarizing the search status and indicating that a Faculty Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost or designee. In those limited circumstances, where such a letter is provided by the college/unit, the following language must be included. Note that the candidate may be eligible for reimbursement for moving expenses up to 15,000 lbs., in which case such statement should be added to the letter (see paragraph 4). For additional information, please refer to:

UCF policy 3-505.1 Payment of Moving Expenses:

<http://policies.ucf.edu/>

Purchasing Procedural Manual:

http://www.purchasing.ucf.edu/Procurement%20Forms/Index/PURCH_PROC_MANUAL_04_05_12.pdf.

[DATE]

Dear {NAME},

I am pleased to recommend to the Provost your appointment as {TITLE} in the {AREA/COLLEGE NAME} at the University of Central Florida, with an anticipated start date of {DATE}. This appointment is contingent upon successful completion and final approval of all hiring documents, at which point a faculty employment agreement can be issued to you.

Your direct reporting relationship will be to {NAME}. You will hold the academic rank or administrative position of {TITLE} in the {AREA/COLLEGE NAME}. Your starting salary will be {SALARY} per year, plus all benefits for which you are eligible.

Additionally, I recommend that you be approved for hire with the following support: {e.g. summer support, laboratory equipment, etc.}.

Information regarding UCF healthcare, retirement, and other benefit programs, as well as the “New Faculty Orientation” sessions held regularly by UCF benefits representatives, can be found on the Office of Human Resources website at <http://hr.ucf.edu/prospective-employees/new-employee-benefits/>, or by calling them directly at (407) 823-2771. {INSERT IF APPLICABLE: Moving expenses will be covered up to 15,000 lbs. of your household goods}.

I look forward to working with you and having you as a key member of the UCF {AREA/COLLEGE NAME} team. Please call if you have any questions. You may indicate your preliminary agreement and acceptance of these terms by signing below and faxing or emailing this letter back to me at {FAX/EMAIL}.

Sincerely,

Name
Title

Appendix C-Targeted Opportunity Program

Overview

The University of Central of Florida, as America's Partnership University, promotes an engaging and rewarding academic environment supportive of the advancement of knowledge through multicultural and multidisciplinary collaborations. To this end, we must attract and retain highly-qualified faculty who share the same vision.

The Targeted Opportunity Program (TOP) supports the following priorities at UCF: (1) inclusive excellence in our tenure track/tenured faculty, (2) becoming the desired university of choice for academic couples (spouse, significant other, or domestic partner), and (3) being flexible and nimble in order to recruit world class faculty. Information about these programs can be found on the Faculty Excellence website at <http://facultyexcellence.ucf.edu/targeted-opportunity-program-top/>.

Appendix D—Supplemental Documents Required Chart

Request Type	Supplemental Documents			
	CV	Tenure Documents	Targeted Opportunity Program (TOP) Approved Application	Email or Memo Documenting Dean's Approval
Hire w/ Tenure	x	Tenure w/ Hire Form (AA-12)		x
Hire w/ Tenure Credit	x	Tenure Credit Memo		x
Tenure-Earning, Ranked Faculty Hire	x			x
Extramural or VA Appointments	x			x
Hire w/ Salary > \$150,000	x			x
Salary Increase of 20% or more (Will require President's Approval)	x			x
Direct Reports* - New Appointments	x			x
Direct Reports* - Appointment Changes				x
TOP Hires	x	AA-12 or Tenure Credit Memo, as applicable	x	x

*Refers to candidates that will report directly to a dean, VP, or to any other employee who reports to the provost.

Reminders: E&G Salary Commitment Forms should be submitted for all E&G faculty appointments. In addition, the college should also provide documentation of the dean's (or direct designee's) approval.