

Process for Hiring Faculty at UNC

Effective August 31, 2021

ACADEMIC AFFAIRS FACULTY HIRING PROCESS

The process below shall be used by all colleges and the Libraries to ensure consistency among our searches and to help us continue to prioritize faculty diversification at UNC. If a dean wishes to add another step to help achieve the faculty diversification goal, that is permissible as long as all other steps are followed and the additional step applies to all searches and all candidates within searches.

1. Dean informs the chairs and directors that a search has been approved.
2. Search committee composed in consultation with the dean to ensure we bring intentionality to creating diverse committees. To serve on the search committee, all members agree to participate in training for best hiring practices, including diversity, equity, and inclusion.
3. Dean assigns [AAEO](#) to the committee. All eligible AAEOs must have had training. AAEOs are non-voting, actively engaged participants in the process.
4. Training scheduled for the committee.
5. Dean fills out and sends the Academic Affairs Hiring Authority's Charge to the search committee.
6. Dean meets with the search committee. (This can be done in combination with #4).
7. Vacancy announcement written by search committee chair in consultation with the committee and the dean. Minimum and preferred qualifications should aim to be as inclusive as possible and should take into account our shared priority of attracting diverse candidate pools. Dean must approve the vacancy announcement.
8. Committee writes recruitment plan for the position.
 - a. HR advertises all positions in the following venues: HigherEdJobs, LinkedIn, DiversityJobs.com, Diversity Outreach Program in HigherEdJobs, Chronicle of Higher Education (as a single posting with a link to open faculty positions at UNC).
 - b. Committees propose an additional list of advertising venues, including, but not limited to: discipline-specific professional organizations; chairs of relevant and/or regional doctoral programs; discipline-specific affinity groups (e.g., Association for Women in Mathematics, Theatre Folx of Color, Latinx Theatre Commons).
9. Once the position is posted, the committee proposes the following to the dean for approval:
 - a. Screening Criteria (must be consistent with vacancy announcement).

- b. Semi-finalist questions*
- c. Interview itinerary for finalists.
 - i. Finalist interview itinerary should include at least one flexible hour so finalists can meet with requested affinity group (e.g., cultural center leadership; faculty/staff of color affinity group; LGBTQ+ colleagues or affinity group; disciplinary colleagues, and/or potential research collaborators).
 - ii. Itineraries may differ in terms of scheduled times for each component of the interview day, but all must include the same components that may include, but are not limited to: meetings with students, faculty, and staff; meeting with the dean; teaching demonstration; research/creative activity presentation.
- d. Finalist questions* for the committee meeting on the interview day.

**See [HR Approved Interview Questions](#).*

- 10. Dean and AAEO vet the candidate pool to ensure the pool is robust and diverse. Approval is required for the search to move forward.
- 11. Once Dean approves the semi-finalist slate, the committee conducts semi-finalist interviews.
- 12. Dean must approve finalists before finalists are invited to the campus.
- 13. Committee meets to evaluate all finalists, then provides the dean with a memo that includes strengths/weaknesses, pros/cons of each candidate. Committee may rank order the candidates with the understanding that the dean has the final decision on hiring.
- 14. Once an offer is made and accepted in writing, all candidates who have not been notified should be notified that the search has come to a close.

OTHER POTENTIAL SITES FOR ADVERTISING FOR COMMITTEES TO CONSIDER

- [BlackCareers.org](#) offers a simple US job search for Black Americans looking for a range of career opportunities. Candidates can opt for daily email alerts with new jobs matching their search criteria. Employers can post single jobs to reach this audience.
- [AfricanAmericanHires.com](#) is for employers who are posting job opportunities to hire more African American professionals. The site also publishes unique content geared towards African American diversity in the workplace and career stories from current professionals
- [LatPro.com](#) launched in 1997 as one of the first diversity job boards of any type. The site still caters to Hispanic, Latinx, and multi-lingual professionals, and has all of its original content appearing in English, Spanish and Portuguese. Employers can post single jobs, opt for job posting packages based on volume, resume database search, email campaigns, and banner advertising.

- AllHispanicJobs.com is a job search site for Hispanics looking for careers with US employers. The clean search interface allows candidates to quickly find the right opportunities from employers looking to hire for a range of positions, with over 40,000 current job opportunities live.
- VeteranJobs.net, or [Veteran Jobs](http://VeteranJobs.net), is about 'empowering veterans & transitioning military with jobs and resources' for the current market. This platform provides them with current opportunities from employers hiring veterans and intriguing career interviews from veterans entering the civilian workforce. Employers can reach these candidates through single job postings, job scraping memberships, and targeted advertising.
- WeHireWomen.com is dedicated to female professionals finding careers with organizations dedicated to both hiring women and providing equal opportunity for career advancement. The site offers a simple online form for employers posting jobs, while female professionals have simple search tools and the option for emailed job alerts.
- AllLGBTJobs.com is a job board where LGBTQ-friendly employers with inclusive cultures post job openings to attract the best LGBTQ talent.
- NativeJobs.org caters to Native American, American Indian, Native, and Indigenous job seekers across the US. Employers post jobs to reach a range of qualified candidates in all locations and industries.