SEARCH PROCESS FOR ON-CAMPUS FACULTY INTERVIEWS
(Black info from VPAA – Red info from HR)

1. Department Chair submits candidates' names for **telephone interviews and/or videoconferencing interviews** via the Online Employment System. Login to the system at http://jobs.una.edu/hr with your UNAPortal username and password. Departments are strongly encouraged to use videoconferencing (e.g., Skype) as a step in the interview process between telephone interviews and on-campus interviews.

   Click the VIEW link under the job title in the ACTIVE postings to view the current applicants for your position.

   Below is a list of applicant statuses (the ones relevant to your search) and their meanings/actions.

   a. *Pending Interview Approval by Dean/Director* – when you decide who you want to telephone/videoconference interview, you will change the applicants' statuses to this. It will email your supervisor that they need to approve interviews. Once your interviews have been approved by all relevant parties, you will receive an email that your applicants have been APPROVED FOR INTERVIEW. You cannot contact them until you receive this email.
   b. *Not Interviewed/Not Selected* – at any point in the process, you may put applicants at this status and they will be deemed inactive and will no longer show in the pool. When you have made a decision regarding hire, all applicants, except the one you have chosen, will need to be placed at inactive statuses.

   The others include:
   c. *Telephone Interviewed/Not Selected*
   d. *Interviewed/Not Selected*
   e. *Interviewed/Offer Extended and Declined*

2. After telephone/videoconference interviews, on-campus interviews should be requested **by email** through the dean's office for approval at that level and then forwarded to the VPAA.

3. Search Committee Chair schedules interviews by checking schedules, beginning with the dean and in consultation with the candidate. The interview of candidates stops at the dean level, with the exception of department chair vacancies whereby the VPAA will interview those candidates. The President may also participate in department chair interviews.

4. Search Committee Chair arranges lodging for the candidate, with consideration given to location to campus and cost. UNA has secured negotiated rates at Hampton Inn, Comfort Suites, and Marriott Shoals. If a hotel other than these hotels is selected and the cost is higher than the highest negotiated rate, the department should be prepared to cover from the departmental budget the difference between the cost and the negotiated rate. Lodging can be made in one of two ways **(a UNA credit card cannot be used for hotel lodging):** (a) candidate pays and UNA reimburses; or (b) a Purchase Order is prepared via Banner and submitted for the lodging prior to the date of arrival; if paperwork is prepared the day of or following the visit, a Payment Requisition should be prepared. When submitting Purchase Orders via the Banner process, the department will print the PO, cross out their departmental account number, and send to the VPAA Office for assignment of an account number and signature. Please place the candidate's name and the position/department name in the Comment section of the PO. When necessary, the candidate or the Search

Committee Chair arranges for the purchase of the most economical coach airfare ticket (with consideration given to cost) and retains the original ticket receipt for reimbursement upon conclusion of the interview travel.   If the cost of an airline ticket exceeds $600, the VPAA must be consulted in advance for approval **(the University does not pay for travel protection plans)**. The Search Committee Chair arranges for meeting candidate upon arrival at the airport. When the Search Committee Chair makes flight arrangements, the following may occur: (a) the airline cost may be charged against the VPAA's university credit card by checking it out from Renee' Vandiver, completing the P-Card Form, leaving the cost center and account number blank, attaching original receipts, and sending to Renee' Vandiver; or (b) a Purchase Order is prepared via Banner as noted in #3 above. It is preferred that the search committee use the Muscle Shoals regional airport. <u>However, if the airline cost is not more economical, arrange for the candidate to fly to Huntsville and rent a car, if rental rates are cheaper than mileage reimbursement for UNA personnel to drive for pick up and return.</u> On the PO, place the name of the position for which the candidate has made application.

5.   After confirmation of all arrangements has been made, the Search Committee Chair prepares a final itinerary and provides the itinerary to the dean and those persons interviewing the candidate. Credentials may be obtained via the application that is found on the Online Employment System.

6.   Upon completion of the interview process and travel, the candidate provides the Search Committee Chair with all original receipts for reimbursement. Search Committee Chair completes a Payment Requisition for: (1) the candidate, outlining expenses incurred by the candidate, and (2) other departmental members incurring expenses relative to the interview (i.e., mileage for transportation to and from airport, etc.) – **Meals for the entire departmental faculty will not be paid from the VPAA budget – the VPAA Office will cover the candidate's meal and up to three persons from the department or search committee, plus all non-UNA individuals connected to the search; all others are to be dutch treat. According to the UNA Entertainment Policy, an employee's meal is capped at $25. The following is considered standard by auditors for meal reimbursement: breakfast - $10-$15 per person; lunch - $15-$20 per person; dinner - $25-$30 per person.   When completing a Payment Requisition for meals, an itemized receipt (not a credit card receipt with total only) for meals must accompany the Requisition (no alcoholic items or the accompanying sales tax will be reimbursed by the University and should be deducted from the reimbursement request). Mileage for showing prospective faculty around the Shoals area is not a reimbursable expense.** The Payment Requisition is forwarded to the VPAA Office for assignment of a Cost Center and Account Number and sent to the Business Office for payment. The University will reimburse candidates' travel expenses, lodging, food, and mileage.

7.   Candidate arrives and interviews are conducted.

8.   Prior to proceeding to the final stage of making recommendations for faculty appointments, search committees should consult with the department chair and dean for their input.

9.   Login to the system at http://jobs.una.edu/hr with your UNAPortal username and password. *Recommend for Hire* – when you decide who you want to hire, you will select this status for the successful candidate, after you have placed all other candidates at inactive statuses as shown above in #1. After placing the candidate at the Recommend for Hire status, continuing, and confirming, a link will appear that says BEGIN HIRING PROPOSAL. Click this link.

Choose the START ACTION link under the Faculty Hiring Proposal section. On the next screen, choose START ACTION again.

Deans will provide salary ranges to candidates during the interview phase. Upon recommendation of a candidate for hire, the Vice President for Academic Affairs and Provost will prepare a salary computation for inclusion in the employment letter.

10.   When an employment recommendation is made through the Online Employment System, the **Personnel/New Hire Action Form** and a **Faculty Credentials Certification Form should be completed and submitted** through appropriate channels to the VPAA. Official transcripts and any required licenses will be required prior to employment hire date.