



UNIVERSITY OF NORTH ALABAMA

PROTOCOL FOR EXTERNAL FACULTY/STAFF SEARCHES

The University of North Alabama is committed to pursuing the benefits of faculty and staff diversity. Recruiting outstanding faculty and staff is essential to ensuring that our campus community celebrates diversity as a strength and enhances the educational experience of individuals from different backgrounds and life experiences. The University defines diversity as individual differences (e.g., personality, prior knowledge, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations). UNA administrators, staff, and faculty aspire to create an environment that promotes and celebrates this diversity. Respect of diversity is promoted by encouraging a discipline of mutual open discourse and expression of cultural viewpoints, values, and belief systems that create a global community on campus. The [Strategic Diversity and Inclusion Plan](#) and the University's commitment to diversity, equity, and inclusion will aid in accomplishing this goal. The University seeks to recruit and retain a diverse and highly-qualified faculty who demonstrate excellence in teaching, scholarly activities, and public service. Similarly, UNA wants to recruit and retain equally diverse and highly-qualified staff.

This protocol is intended to ensure that diversity and equity are achieved in all external, regular faculty and staff searches. The Vice President for Diversity, Equity, & Inclusion or their designee will provide assistance and guidance in achieving this goal for the university

1. As a part of the posting request, the Hiring Manager¹ will include a listing of proposed search committee members names and email addresses and discipline-specific and/or diversity-focused advertising sources. Search committees should be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments may select additional committee members from the campus and/or community-at-large.
2. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with a representative from the Division of Diversity, Equity, and Inclusion to explore additional ways of attracting a diverse pool of qualified candidates.
3. The committee members will review applications and supporting materials and develop an initial ranking of candidates. The summarized rankings should then be emailed to employment@una.edu and ddei@una.edu. Hiring managers and/or departmental administrative support employees will then initiate interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.
4. To make a recommendation for hire, the search committee chair should complete the electronic search summary form. Once received, hiring managers and/or departmental administrative support employees will initiate a hiring proposal through the system. Once all levels have approved the hiring proposal, HR or Academic Affairs will initiate the employment offer paperwork and offer the candidate employment upon the approval of the President.

Deviation from this protocol may be necessary if unique circumstances exist. Exceptions to the protocol must be approved by the Division of Diversity, Equity, and Inclusion and the Office of Human Resources.

Approved by Executive Council, 08/09/2011

**Revisions approved by Executive Council, 10/18/2021*

¹ The Hiring Manager is the employee to whom the new employee will report when hired. For example, a new faculty member will report to his/her department chair (hiring manager).