

UNIVERSITY OF PITTSBURGH PROCEDURE 02-02-15

CATEGORY: ACADEMIC AFFAIRS
SECTION: Faculty Appointment and Tenure
SUBJECT: Recruitment: Faculty and Academic/Executive Administrative Positions
EFFECTIVE DATE: March 10, 1992 (updated December 21, 2016)
PAGE(S): 5

I. PURPOSE

To define the process for requesting approval for the recruitment of faculty and academic/executive administrators, and for collecting and maintaining recruitment data on all applicants and all individuals interviewed for the positions.

II. SCOPE

This procedure applies to the recruitment of all academic/executive administrators, full-time tenure, tenure-stream, non-tenure faculty and part-time tenure and tenure-stream faculty. Excluded from this procedure are part-time non-tenure, visiting faculty, and research associate positions.

III. ADMINISTRATIVE RESPONSIBILITIES

The Chancellor is responsible for approving faculty positions for the fiscal year.

The Provost or the Senior Vice Chancellor for Health Sciences or appropriate Senior Administrative Officer is responsible, within their respective areas of responsibility, for reviewing requests for academic/executive administrator or faculty hiring and making recommendations for approval to the Chancellor, reviewing the search summary, and approving the final selection before any offer of employment is extended.

The appropriate dean or campus president is responsible for submitting by October 15 of each year, requests for new faculty positions or replacement of vacancies for the following fiscal year.

Responsibility centers and departments are responsible for collecting and providing summary data to the Office of Affirmative Action on all applicants for full-time faculty, part-time tenure and tenure-stream faculty, and academic/executive administrator positions.

The Office of Diversity and Inclusion is responsible for monitoring and coordinating all Affirmative Action/Equal Opportunity procedures, including compliance with search procedures, for all campuses.

IV. DEFINITIONS

Faculty: Members of the University who possess special skills and contribute substantially to the teaching and research mission of the institution having an academic rank of professor, associate professor, assistant professor, instructor, or lecturer, with a primary academic appointment in a school or regional campus.

Academic/Executive Administrator: Members of the University whose primary responsibilities are for the management of the institution or a customarily recognized department or division, having the title Chancellor, Vice Chancellor, Campus President, Dean, Director, Controller, Treasurer, or equivalent positions.

V. PROCEDURE

A. Requesting New and Replacement Faculty Positions Supported Totally or Partially by University Funds

Dean/Campus
President

1. Submit a request for faculty hiring to the Office of the Provost or Senior Vice Chancellor for Health Sciences, as appropriate, by October 15 for the next fiscal year. Include:

- a. Thorough justification for both new and replacement requests.

Note: Each request must be justified in terms of factors such as enrollment patterns, program quality, affirmative action, accreditation demands, centrality of the position to the academic program, cost effectiveness, etc. Each vacancy should also be reviewed for possible internal reallocation of resources.

- b. Discipline
- c. Name of person being replaced
- d. Current or proposed salary excluding fringe benefits
- e. Rank of replacement or new position

Provost/Senior Vice
Chancellor for Health
Sciences

2. Review the requests to ascertain the critical nature of the given positions with regard to maintaining the basic qualitative integrity of the relevant academic program(s), and with regard to equal employment opportunity and affirmative action.
3. By the end of October, forward recommendations for approval to the Chancellor.

Chancellor

- 4 Approve or deny the request.
5. Notify the Provost or Senior Vice Chancellor for Health Sciences of the decision. Provost/Senior Vice Chancellor for Health Sciences
6. Notify the appropriate dean or campus president of the decision no later than November 15.
7. For all approved new positions forward the following information to the Office of Management Information and Policy Analysis for assignment of position numbers.
 - Department
 - Rank
 - Employment Status

- Tenure Status
- Salary Range
- Contract Length, if applicable
- Percent of University Funds support

Management
Information and
Policy Analysis

8. Generate a Position Monitoring Sheet for each new position and forward to the appropriate department. (See Procedure 07-01-01, Tables of Organization.)

Dean/Campus
President

9. Upon receipt of the Position Monitoring Sheet with a position number assigned, begin the search process by completing FORM 0121 Affirmative Action Pre-Audit Search Form.
10. Prepare a Position Notice. The position notice must include the following:

- A brief statement of duties
- Minimum objective qualifications
- Rank and/or Title
- Tenure Status
- Full-Time/Part-Time Status
- Proposed Start Date
- Closing date for receipt of applications
- Name, Address, and Telephone Number of Contact Person
- The statement of University Policy: "The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer."

11. Forward the original FORM 0121, with a copy of the Position Notice and the Position Monitoring Sheet attached, to the Office of Diversity and Inclusion for review and approval.

Office of Diversity
and Inclusion

12. Review and approve the position notice. Sign FORM 0121 and return, with the position notice to the appropriate responsibility center/department.

Responsibility Center/
Department

13. Retain FORM 0121 as part of the search file.

B. Collecting Applicant Data - New and Replacement Faculty Positions

Responsibility Center/
Department

1. Complete the top portion of FORM 0122, Equal Employment Opportunity Information Request. All forms must include the Position Number.
2. Mail an Equal Employment Opportunity Information Request and reply envelope to each applicant for the position.

(FORM 0122 is completed and returned by the applicant directly to the Office of Diversity and Inclusion.)

C. Collecting and Processing Recruitment Data on All Interviewed Candidates

Responsibility Center/
Department

1. At the conclusion of the search, but prior to an offer of employment, enter a summary of the affirmative action data collected on the interviewed candidates on FORM 0121-1, Office of Diversity and Inclusion Summary for Proposed Faculty or Academic Appointments.
2. After signature by the search committee chair, secure the signatures of approval at the next appropriate level as indicated on FORM 0121-1. Examples:

Faculty - Department Chair, Dean, Provost
Academic Administrator - Provost, Chancellor
Executive Administrator - Department Head, if appropriate, Vice Chancellor, Chancellor

Provost/Senior Vice
Chancellor/or Appropriate
Senior Administrative
Officer

3. Review FORM 0121-1 to determine if the search was carried out in accordance with University faculty and academic/executive administrator recruitment policies and the principles of equal opportunity and affirmative action.
4. If approved, advise the responsibility center/department to make the offer of employment.

Responsibility Center/
Department

5. Forward completed FORM 0121-1 with appropriate signatures, together with an Appointment Form (Stock 122) to the Office of Faculty Records.

Office of Faculty
Records

6. Process the Appointment Form and forward FORM 0121-1 to the Office of Diversity and Inclusion.

Office of Diversity
and Inclusion

7. Input the summary data from FORM 0121-1 into the Applicant Recruitment System and prepare reports for the appropriate reporting periods.

Reporting Periods:

- a. October, November, December, January
- b. February, March, April, May
- c. June, July, August, September
- d. October through September

Responsibility Center/
Department

8. Retain applicant data on file by position, for at least

two years after the appointment.

9. Retain Position Monitoring Sheets on file in the department personnel file for the position.

D. Appointment of Non-Tenure Faculty Supported Entirely by Other Funds

Dean/Campus
President/Director

1. With the approval of the Provost, Senior Vice Chancellor for Health Sciences, or appropriate vice chancellor, submit the completed Appointment Form to the Office of Faculty Records.
2. If a search was conducted, collect the appropriate recruitment data on all interviewed candidates as outlined in Procedure C above, Collecting and Processing Recruitment Data on all Interviewed Candidates.

VI. EXHIBITS

[FORM 0121 - Affirmative Action Pre-Audit Search Form](#)

[FORM 0122 - Equal Employment Opportunity Information Request](#)

[FORM 0121-1 – Office of Diversity and Inclusion Summary for Proposed Faculty or Academic Appointment](#)

VII. REFERENCES

[Policy AC 53, Recruitment: Faculty Positions](#) (formerly 02-02-15)

[Policy AO 34, Tables of Organization](#) (formerly 07-01-01)