

Budget & Administration Committee Minutes for February 15, 2023

1. Meeting Called to Order at 2:33pm
2. Roll Call
Tina Buck, Keri Watson, Bobby Hoffman, Dinender Singla, Kathleen Richardson, Brigitte Kovacevich, Kausik Mukhopadhyay, Glenn Martin, Pamela Baker, and Sumanta Pattanaik
3. Approval of minutes from January 2023 meeting
Moved and seconded
4. Announcements and Recognition of Guests
Jana Jasinski and Lisa Kinchen
5. Presentation by Jana Jasinski, Vice Provost for Faculty Excellence. She spoke about the steps in the hiring process for faculty from the viewpoint of Faculty Excellence (see attached slides)
6. Upcoming meeting topics:
 - a. April April 19 meeting will assess what we've learned from our speakers and discuss next steps necessary to address our topics (approval times for foreign grad students and time to hire faculty).
7. Adjournment 3:30pm



Faculty Hiring

Main Steps

Establish Position

Job Requisition

Applicant Screening

Offer

Onboard

Establish Position begin initial recruitment stages

• Establish Position

- For new positions – need to create a position number
- Who is involved?
 - Hiring official, HRBC

Begin Initial Recruitment Stages

- Complete faculty recruitment plan
 - Plan reviewed prior to initiation of formal search meetings
- Verify search committee training
- Evaluate search committee diversity
- Who is involved?
 - Hiring official, HRBC, OIE

Job Requisition (aka Job Posting)

- What is it?
 - Details about the posting (e.g., faculty classification, min qual, preferred qual etc.)
 - Determines screening
- Who is involved?
 - Hiring Official, Search Committee, HRBC, CCBC, OIE, FE
- Workflow
- HRBC > FE > HRBC > CCBC > OIE > FE

Applicant Screening

- What is it?
 - Before reviewing any applications decide on screening rounds
 - Rounds: 1 = min qual per the job posting, any moving forward must meet all
 - Next rounds: Preferred qualifications
- Who is involved?
 - Search Committee
 - OIE provides assessment of candidates' progression through screening while search is active (after screen for min and preferred quals and before interviews)
 - HRBC

Pre-Offer

- Foreign Influence Screening (if required)
 - Prior to an offer of employment, the screening process must be completed in Workday.
- Compliance Check (EEO/AA)
 - Search Documentation: meeting notices, minutes, references
 - Must be completed prior to extending offer
- Soft offer: Hiring official/Division/College Head
- Background check/Final Documents
- Faculty Agreement
 - Begins the formal hiring process



Appendix

Faculty Recruitment Plan

Overview of Changes to the Faculty Search and Screening Process

OIE Recruitment Plan Review

- Recruitment plans should document good faith efforts that will support organizational efforts in the areas of inclusive excellence and diversity; Affirmative Action Plan (AAP) goals should be considered when creating the recruitment plan.
- The recruitment plan should include a list of the sourcing strategies that will be implemented (for example, publications, websites, professional networking, email campaigns, etc.)

UCF Faculty Search & Screening Process

RECRUITMENT PLAN

Purpose: Proactive recruitment has relevance for both diversity and organizational mission. This form is used by the Hiring Official, Search Committee Chair or Search Manager to document good faith recruitment efforts.

Prepared By: The Hiring Official (with Search Committee input, if requested).

Submitted By: The Search Manager is responsible for making sure the Recruitment Plan is uploaded to the Job Requisition in Workday for the Office of Institutional Equity's review and approval.

Position Title: Job Requisition:

College/Department: Hiring Official:

Check One: External Search Internal Search Search Manager:

Search Committee Members:

Have all search committee members completed training? Yes No (Contact OIE to obtain member access to training module.)

List Names of Search Committee Members below:



Faculty Posting Template

- Faculty Job Posting Template is used for all faculty job requisitions.
- This is standard wording for all requisitions and must remain as written.
- All sections must be included when pasting into the Job Description section on the job requisition.

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As a next-generation public research institution, we are an inclusive community of thinkers, doers, creators, innovators, healers, and leaders striving to shape the future and solve the world's most challenging problems. No matter what your role is, when you join Knight Nation, you become an integral part of our mission to become a university for the future. You'll be met with opportunities to connect and collaborate with uniquely talented faculty, staff, and students across 13 colleges and multiple campuses and regional locations. That means greater challenges to tackle, more meaningful opportunities to grow, and rewarding experiences that go beyond a paycheck.

The Opportunity

<This is where you would provide the job description details including information related to terms of the appointment (e.g., 9- or 12-mo, tenure track, visiting), the expected job responsibilities, reporting structure, etc.>

REMINDER: Please carefully consider the potential job title(s) and review the posted job description and responsibilities for this position as changes will not be allowable after the posting has gone live.

Carefully review the staffing plan to determine if it is appropriate to recruit for multiple, like positions as adding positions will not be allowable after the posting has closed. If multiple like positions will be requested, the college/unit must work with FE-PA to post as an Evergreen requisition. In these instances, the Faculty Recruitment Plan document(s) for the individual job requisitions must be attached to the subordinate (Do Not Post, or DNP) requisitions for review and approval by OIE prior to FE-PA creating an Evergreen requisition.

Minimum Qualifications:

<This is where you would provide the credentials the applicant **is expected to have** for consideration. Note that all requested degrees **must** state '**from an accredited institution**' to remain in compliance for accreditation purposes. Further, if the candidate must meet the degree requirement at the time of application, then their degree must have already been conferred by the time the posting closes. If the