Steps to Request a Job Opening

• Follow position approval process to obtain valid position number
• Dean/Chair Identifies Search Committee Members
• Complete Job Opening Request Form
What to Consider for Job Opening

• Determine rank
  • Professorial Rank
  • Lecturer/Senior Lecturer
  • Open Rank
  • Must hire for the rank advertised

• Determine tenure status
  • Tenured
  • Tenure Track
  • Non-tenure Track

• Clearly define job responsibilities
What to Consider for Job Opening (cont.)

- Determine Required Qualifications
  - Degree requirements
  - Must meet SACSCOC Qualifications
  - Must be measurable
  - Define related fields

- Determine Preferred Qualifications
  - Must be measurable
  - Preferred will be considered as required when hiring international faculty
Committee Charge by Hiring Manager

- Clearly define expectations
- Follow search guidelines
- How to read applications
- Reviewing required documents (including transcripts)
- What to do with incomplete applications
- Committees make hiring recommendations to the hiring manager
- Reference check protocol
Applicant Review

• Review by committee
  • Application is complete
  • Review application materials
  • Applicant qualifications meet minimum required qualifications
  • Interviews and evaluations conducted

• Review by hiring manager
  • Applications reviewed and then moved to interview or reject
  • Interviews scheduled
  • Committee evaluations and recommendations reviewed
Job Offer Process

• Dean reviews/approves hiring manager recommendation

• Verbal offer process followed (limited term and part-time stop at dean level)

• Presidential notification process followed for USG hires
  • Full-time – Academic Affairs submits to President’s Office
  • Limited Term – Dean must send request to President’s Office
  • Part-time – Not applicable

• Dual appointment process (borrowing from another USG institution for part-time position) – work with FA Coordinator
Job Offer Components

• Tenure/Rank recommendations (including probationary credit)
• Salary (base and stipend)
• Relocation
• Joint appointment (administrative vs. academic)
• International hiring
• Upload any Academic Affairs required forms
Resources

- Faculty Search Guidelines
- College/Department Bylaws
- Conducting Faculty Searches Website
- Additional questions or request for assistance should be directed to facultysearches@kennesaw.edu
Questions?