

# Faculty Hiring and Search Processes

August 9, 2022

Connie Woolsey  
Faculty Recruiter



# 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](mailto:facultysearches@kennesaw.edu)

# Questions?

