**Academic Recruitment Process**

**Tenure, Tenure-Track and Full-Time Ranked Non-Tenure Track positions**

**Objectives:**
- To ensure a fair and appropriate process is used
- To advance hiring of faculty from diverse and under-represented groups
- To advance the strategic goals of the academic unit and UMKC
- To protect the integrity of academic titles

1. **Begin Request of Position:** Department Chair recommends the position to the Dean.

2. **Explanation of Titles:**
   The following positions are considered Ranked, Tenure/Tenure-Track, Full-Time titles:
   - Assistant Professor
   - Associate Professor
   - Professor

   The following positions are considered Ranked, Non-Tenure Track, Full-Time titles:
   - Assistant Research Professor
   - Associate Research Professor
   - Research Professor
   - Assistant Clinical Professor
   - Associate Clinical Professor
   - Clinical Professor
   - Assistant Teaching Professor
   - Associate Teaching Professor
   - Teaching Professor

   The following positions are considered Ranked, Non-Tenure Track, Part-Time titles:
   - Assistant Adjunct Professor
   - Associate Adjunct Professor
   - Adjunct Professor

3. **Request Position Search:** If Dean approves the position, the academic unit will request a position number from School of Medicine Business Office by completing a Position Request Form. This form is attached and can be found on the Business Office web page at: [http://www.med.umkc.edu/business_office/forms.shtml](http://www.med.umkc.edu/business_office/forms.shtml).

4. **Committee Chosen:** Department Chair recommends search committee members and chair to the Dean. After consideration the Dean will announce the committee chair and members. A member of the School of Medicine staff will be assigned to provide administrative assistance to the committee and help them with all their needs throughout the process.

5. The Committee completes a **Draft Advertisement** (All ad copy must include the following Affirmative Action disclaimer statement: "UMKC is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff.") and a **Recruitment Plan** to the School of Medicine Business Office for review. They may choose to work with the Graystone Group (through the School of Medicine Faculty Affairs Office) on the Draft Advertisement and Recruitment Plan.

6. The Medicine Business Office will complete the **Request to Recruit an Academic Position Form** and forward all three documents to the Provost Office. The Provost’s Office will usually provide a response within 2 business days of submission. The School of Medicine Business Office will send the Committee Chair a copy of the Provost approval or denial.
7. **Affirmative Action/Equal Opportunity Training:** If approved, the search committee chair will need to arrange for UMKC AAO/EOE faculty recruitment training. All committee members must attend this required training by the UMKC Affirmative Action Office prior to continuing with the search. The committee will then follow the appropriate procedures and acceptable guidelines for screening and recommending applicants learned so that the recruitment process complies with the Faculty Recruitment Guidelines. **Note that recruitment of non-tenure track positions does not require training for the search committees.**

8. **Begin Recruitment:** If approved the position can be actively recruited following the approved Recruitment Plan. All applicants must apply through the UMKC job posting to be considered. All applicants can be accessed in PeopleSoft HR Recruiting.

9. Committee Chair will work with the Dean during the recruitment process to bring in the top candidates for interview and chose a top finalist.

10. The School of Medicine administrative employee attached to the search committee with access in PeopleSoft Recruiting will need to indicate the disposition of each candidate in PeopleSoft. Every applicant not chosen for hire must show that they were rejected or withdrew from the search and the reason why prior to offer being sent. The **Disposition form** is given as a possible way to track this information during the search process. This form is attached and can be found on the Business Office web page at: [http://www.med.umkc.edu/business_office/forms.shtml](http://www.med.umkc.edu/business_office/forms.shtml).

11. **Job offer.** Once a top finalist is identified, a draft Letter of Offer should be sent to the Medicine Business Office along with a Request to Hire form for approval. Offer Letter examples and the Request to Hire form are attached and can be found on the Business Office web page at: [http://www.med.umkc.edu/business_office/forms.shtml](http://www.med.umkc.edu/business_office/forms.shtml).

12. The final Letter of Offer will be sent to the Provost for approval by the School of Medicine Business Office.

13. The Provost notifies dean when the Letter of Offer is approved. The School of Medicine Business Office will send letter (signed by the dean) to the candidate. This letter of offer will include information on the required **Criminal Background Check.** If the candidate accepts the offer and the criminal background check is satisfactory, the Business Office will send a copy of the fully signed letter to the Provost’s Office, the Search Committee Chair and the Department Chair.

14. On the start date agreed upon in the Letter of Offer the candidate will come to the School of Medicine Business Office to complete New Hire Employment Paperwork.

**If you should have questions or need assistance during the process please contact the School of Medicine Business Office.**