



ACADEMIC RECRUITMENT PROCESS

The purpose of this process is to ensure a fair and appropriate method used for recruiting faculty members, to advance hiring of faculty from diverse and under-represented groups, to advance the strategic goals of the academic unit and UMKC, and to protect the integrity of academic titles.

Explanation of Titles:

Ranked, Tenure/Tenure-Track, Full-Time titles:

- Assistant Professor
- Associate Professor
- Professor

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

Unranked, Non-Tenure Track Full-Time titles

*Titles can be part time

- Lecturer
- Instructor
- Visiting Assistant/Associate/full Professor
- *Research Assistant
- *Research Associate
- *Senior Research Associate
- *Scientist
- *Fellow
- *Visiting Scholar

Unranked, Non-Tenure Track, Part-Time titles:

- Adjunct Instructor
- Assistant Adjunct Professor
- Associate Adjunct Professor
- Adjunct Professor

Please note the following processes begin once the position has been approved by the Business Office and Hiring Committee.

1. Tenure/Tenure-Track and Ranked Non-Tenure Track Academic Appointments

- Approval:** The Provost Office approves the initiation of recruitment. A request to approve recruitment can be for a single position or could be for several positions submitted simultaneously as part of an annual plan.
- Search Committee Chosen:** Department Chair recommends search committee members and chair to the Dean. After consideration, the Dean will approve the search committee chair and members.

- c. **Request to Recruit an Academic Position:** The Request to Recruit an Academic Position form provides an overview of how the position will be recruited. The form will include:
- i. The description of the position
 - ii. How the position will advance the strategic goals of the unit and UMKC
 - iii. Cost and funding for the position
 - iv. Drafted advertisement for the position
 1. 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.
 - v. Minority Recruitment Plan
 1. This outlines how the committee will recruit a diverse pool of applicants. The plan will also include external sources used for advertising (websites, publications, etcetera).
- d. **Affirmative Action/Equal Opportunity Training:** If the position is approved, the search committee chair will need to arrange for UMKC AAO/EOE faculty recruitment training. All committee members must attend this required training prior to continuing with the search. ***Note that recruitment of non-tenure track positions does not require training for the search committees.***
- e. **Posting:** Once the Request to Recruit is approved by the Provost Office, the Business Office will post the position on the UMKC website and all other sources designated by the Recruitment Plan. If there is a change to the Recruitment Plan, it will need to be re-approved by the Affirmative Action Office. The Business Office will pay for up to three external sources. All other job posting fees will be the responsibility of the academic unit.
- f. **Recruitment:** To be considered, all applicants must apply through the UMKC job posting (umkc.edu/jobs). All applicants can be accessed by committee members through PeopleSoft e-Recruiting. The applicant is required to complete an online application and attach a cover letter, curriculum vitae, and three references.
- g. **Applicant Pool Certification:** Before the search committee can begin interviewing candidates, the applicant pool needs to be certified by the Affirmative Action Office. Once the pool is certified, a committee member can contact the applicants for an interview.
- h. **Interviewing:** The Business Office will pay or reimburse travel expenses for the top three candidates (i.e. hotel, airfare, per diem for meals not provided). For international candidates, interview via phone or video conference first. If an international applicant is the top candidate, the Business Office will reimburse his/her travel expenses for a final interview.
- i. **Disposition of Candidates:** Nearing the time the top applicants are chosen, a search committee member will need to complete the disposition of each candidate in e-Recruit. 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.
- j. **Job offer:** Once a top finalist is identified, a Request to Hire form needs to be completed, signed by the appropriate parties, and submitted to the Business Office. Once the Request to Hire form has been approved by the Director of Business Affairs, a Provost pre-approved offer letter draft will be sent to the Department Chair for review. Once the offer letter is complete, a final draft will be sent to the Provost for review. Lastly, when the offer letter is approved by the Provost, a final copy will be sent to the Dean for signature. When the offer letter is returned, the Business Office will email the signed offer letter to the candidate. The offer letter will include instructions on how to complete the 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 Office, the Department Chair, and the Department of Faculty Affairs.

- k. **New Hire Paperwork:** Once the Criminal Background Check passes, the Business Office will initiate the new hire process.

2. Unranked, Non-Tenure Track Academic Appointments

- a. **Approval:** The Provost Office approves the initiation of recruitment. A request to approve recruitment can be for a single position or could be for several positions submitted simultaneously as part of an annual plan.
- b. **Request to Recruit an Academic Position:** The Request to Recruit an Academic Position form provides an overview of how the position will be recruited. The form will include:
 - i. The description of the position
 - ii. How the position will advance the strategic goals of the unit and UMKC
 - iii. Cost and funding for the position
- c. **Posting:** Once the Request to Recruit form is approved by the Provost Office, the Business Office will post the position on the UMKC website and other sources requested by the department. External job posting expenses will be the responsibility of the department.
- d. **Recruitment:** To be considered, all applicants must apply through the UMKC job posting (umkc.edu/jobs). All applicants can be accessed by committee members through PeopleSoft e-Recruiting. The applicant is required to complete an online application and attach a cover letter, curriculum vitae, and three references.
- e. **Job Offer:** Once a top finalist is identified, a Request to Hire form needs to be completed, signed by the appropriate parties, and submitted to the Business Office. Once the Request to Hire form has been approved by the Director of Business Affairs, a Provost pre-approved offer letter draft will be sent to the supervisor for review. Once the offer letter is complete, a final draft will be sent to the Provost for review. Lastly, when the offer letter is approved by the Provost, a final copy will be sent to the Dean for signature. When the offer letter is returned, the Business Office will email the signed offer letter to the candidate. The offer letter will include instructions on how to complete the 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 Office, the Department Chair, and the Department of Faculty Affairs.
- f. **New Hire Paperwork:** Once the Criminal Background Check passes, the Business Office will initiate the new hire process.