

**University of Central Florida**  
**Office of Equal Opportunity and Affirmative Action Programs**  
Guidelines for an Internal Search (Faculty with Administrative Role)

A college, department, or other area (“the unit”) may conduct an internal search when a new full-time set of responsibilities is available and no vacant position exists. Such searches may limit the applicant pool by using minimum criteria, as long as those criteria are job-related. A unit may utilize internal searches when full-time administrative roles call for current faculty applicants because no line exists for the role.

Colleges may fill department chair positions using internal searches. They might include a minimum criterion that applicants must hold a tenured position in the department. This might be worded “at time of appointment” to allow those currently in the tenure process to be considered. Without such a specification, the University requires hiring officials to apply criteria as of the closing date. Assistant or Associate Dean positions might include a minimum criterion that applicants currently hold a tenured faculty position in the college.

### **Advertising**

University search procedures for internal searches exclude external posting. They require announcement to the appropriate pool of potential applicants, screening against criteria, and assessment of candidates’ suitability for the role.

Announcements must include an internal posting with <http://www.jobswithucf.com> and email notices to members of the relevant faculty, including administrators. Units may use other internal recruitment efforts, such as inviting nominations from an email list of all current adjuncts, visiting faculty, and regular faculty. These actions document equal opportunity in the announcement process. The hiring official must maintain documentation of all recruitment efforts in the hiring file.

The hiring official should establish a closing deadline of at least four weeks after the latest written announcement. Timely application consists of a completed application online with documents as specified (c.v., statement of administrative philosophy, vision for the unit in five years, as examples).

There is no minimum number of candidates in a valid internal search, as long as the hiring unit directed announcements to the appropriate pool of potential applicants. EO/AA does not require units to supplement the search if there is a limited pool.

### **Screening**

The hiring official normally observes the applicant pool and then charges a diverse committee of individuals knowledgeable about the position to screen the credentials. This advisory committee should adopt screening criteria before reviewing applicants. As with regular searches, the committee applies minimum qualifications and then preferred

qualifications and refinements. The committee may consider supplemental information (such as a vision statement) as a screening round, or the hiring official may reserve such screening for the finalists recommended by the committee.

Supplemental information (statement of administrative philosophy, for instance) may be required of all candidates in the positing. Alternatively, the committee may request it from the interviewees or the hiring official may request it from the finalists.

As the committee conducts the preliminary reference checks, committee members confirm the c.v. in terms of position titles, years of employment, and duties performed. Just as in regular searches, the committee should resolve inconsistencies before recommending a candidate. The candidate is the best person to assist in resolving inconsistencies.

The committee chair or search manager should maintain a record of decisions on candidates, reference checks, and written feedback instruments for the search record. EO/AA recommends that committees consider criteria within designated rounds. It is inappropriate for the committee to consider personal knowledge or reference information at the earlier round(s) where members conduct screening based only on the candidates' materials.

EO/AA recommends three interviews when possible, but may approve a search with fewer if the hiring official directed announcements to the appropriate pool of potential applicants. Colleagues may provide interview input to the hiring official or the search committee as each requested. The hiring official may prefer to collect all input from non-search committee members and then receive the committee's perceptions. The hiring official may prefer that the search committee reach out to non-member faculty and consider that input within the committee's recommendation.

Faculty members who are not committee members should base their input on information within the search process, or specify that their information came from another source such as a past working relationship. Non-members may identify search concerns to the committee chair for further exploration, but the University assigns responsibility for confirming applicants' credentials to the committee.

## **Final Details**

The committee makes recommendations to the hiring official in the format requested. Examples include rank order of the top three; listing of three who are acceptable; or strengths and weaknesses of all those who were interviewed.

The hiring official prepares the file after selecting a candidate. It will include supporting documents such as the Faculty Applicant Affirmation, c.v., and search committee records. The official transcript of highest degree must be included, with one exception.

EO/AA accepts a copy if the official transcript exists in a current employment file with initials next to the degree verifying that EO/AA reviewed it previously.

Hiring units forward faculty folders for EO/AA review by a date one month prior to the end of the semester following appointment. Human Resources reviews USPS and A&P hiring proposals.

EO/AA recommends timely notification of non-selection as a courtesy to all candidates, especially the other interviewees.

For further information, please contact:

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