

FACULTY SEARCH PROCESS  
(SUGGESTED CHECK LIST)

PLEASE NOTE THAT THE JOB POSTINGS WILL BE INITIATED ON-LINE. ALL FACULTY RESUMES/APPLICATIONS WILL BE RECEIVED BY THE SEARCH COMMITTEES ELECTRONICALLY.

NOTE: In the event that you would like to request a waiver of the search process for an individual who is a principal investigator or co-principal investigator, please proceed as follows: Forward a written request to the AAEOD and HR Offices (i.e., Roxanne Gomes and Laura Kenerson, respectively), explaining the nature of the grant work, and specifying the name(s) of the individual(s) identified in the grant as the PI or Co-PI. Please attach the following to your request: copies of the pages from the approved grant proposal confirming the name(s) of the PI and/or Co-PI; a copy of the HR-approved job description; the individual's resume. HR will be responsible for requesting approval from the appropriate union.

- \_\_\_\_\_ Department notifies the Dean of the need to fill a position.
- \_\_\_\_\_ The Dean forwards a written request to the Provost or Vice Provost for authorization to begin the search.
- \_\_\_\_\_ Once the Provost's Office has authorized filling the position, the Search Chair initiates a Request to Fill Form (RF1) for positions that are 20 hours a week or more, and are funded in whole or in part by Fund 100. RF1 is available at <http://uri.edu/hr>. (If this is a new position, a USP-1 Form must also be initiated at this time. Please note that the USP-1Form is not necessary for state-funded Lecturer positions, which are covered under the blanket RF1 Form generated by the Provost's Office.)
- \_\_\_\_\_ The USP-1 Form (if necessary) and the RF1Form (if necessary --- see above) are completed by the search chair and circulated for appropriate signatures.
- \_\_\_\_\_ For positions requiring a Request to Fill Form (i.e., positions that are 20 or more hours per week, and are funded in part or whole by Fund 100), HR will notify the department when the RF1 Form has been approved.
- \_\_\_\_\_ The search chair will need to set up a user account by going to <https://jobs.uri.edu/hr> .
- \_\_\_\_\_ The Search Chair forwards the following information to HR (Susan Golet at [sgolet@uri.edu](mailto:sgolet@uri.edu) or Gail Henriques at [ghenriques@uri.edu](mailto:ghenriques@uri.edu)): paragraph stating the basic responsibilities and the qualifications of the position; the desired effective date of the appointment; whether position is academic or calendar year; whether the position is tenure track; search committee members' names; the required documents to be submitted by each applicant (e.g., cover letter, resume); list of the ad outlets.
- \_\_\_\_\_ Upon receipt of the information requested above, HR will create the electronic Job Posting and, upon completion, will email the Search Chair that the posting is available for viewing online.
- \_\_\_\_\_ Once the Search Chair confirms that the Job Posting is correct, the Posting will be routed for approval electronically to Affirmative Action (Roxanne Gomes), and then to Human Resource Administration (Laura Kenerson).
- \_\_\_\_\_ The HR Office will notify the Search Chair after both Roxanne and Laura have approved the Posting. The date by which applicants must post their resumes will be determined in consultation with the Search Chair.
- \_\_\_\_\_ Search Committee members will be assigned a Guest User # and password to enable them to view the resumes online. The Guest User # and password will be unique to each search, and permit viewing of applicants for that particular position only. (HR will provide the Search Chair with the Guest User information for the committee members.)

- \_\_\_\_\_ HR will then place ads in the authorized outlets, and the search committee will place announcements for which they are responsible (e.g., listservs).
- \_\_\_\_\_ All ads, postings, announcements will direct applicants to the appropriate web address to apply electronically (<https://jobs.uri.edu>).
- \_\_\_\_\_ In the event that resumes go directly to the Search Chair, including those submitted at conferences, it is the Search Chair's responsibility to advise these applicants to apply online.
- \_\_\_\_\_ Upon completion of online application, each applicant will receive an immediate acknowledgement.
- \_\_\_\_\_ The search committee completes the review of resumes, and the Search Chair indicates online which of the applicants the committee wishes to interview. For applicants not selected for interview, the Search Chair indicates "not interviewed/not hired" and uses the "drop down" list to choose and enter a specific non-select reason.
- \_\_\_\_\_ The Search Chair then emails Roxanne Gomes in the Affirmative Action Office ([roxanne@uri.edu](mailto:roxanne@uri.edu)), referencing the title of the position and the Job Posting #, asking her permission to interview. Once AA approves the request, it is forwarded to HR (Laura Kenerson) for approval.
- \_\_\_\_\_ HR will contact search chair via email to authorize interviews. For searches covered under the candidates' travel policy, **NO ARRANGEMENTS CAN BE MADE WITHOUT PRIOR APPROVAL FROM THE HR OFFICE** (Gail Henriques x4088).
- NOTE:** Candidates' travel is applicable to full-time, unlimited faculty/administrative positions supported 100% by general revenue funds, or full-time, partially grant-funded faculty positions on a prorated basis, dependent upon percentage of state funding.
- \_\_\_\_\_ Search Chair advises applicants who are invited for interview to be prepared to provide official transcripts if selected for the position.
- \_\_\_\_\_ When interviews have been concluded, the search chair will indicate the select/non-select reasons online (<https://jobs.uri.edu/hr>) and notify the Affirmative Action Office ([roxanne@uri.edu](mailto:roxanne@uri.edu)), requesting approval to hire.
- \_\_\_\_\_ The AAEOD Office, Provost's Office and HR Office must approve the selection before an offer of employment is made. Salary must be approved by the Provost's Office.
- NOTE:** It is important to notify the AAEOD Office and HR Office as to whether the candidate accepts or declines the offer, or if the search has failed, or is cancelled.
- \_\_\_\_\_ A USP-2 Form is prepared by the department and is routed for signatures. A copy of the letter of offer should be attached to the USP-2 Form.
- \_\_\_\_\_ In order to expedite the hiring process, it is suggested that once the USP-2 Form has been prepared and signed at the department level, it be faxed to HR (Leslie Pojda) at x4-5741. This will enable HR to contact the prospective employee and to forward a "New Employee Packet" to the individual. An appointment will also be scheduled to meet with the individual to complete the required paperwork and to discuss benefits.
- \_\_\_\_\_ Once the HR Office receives the fully approved USP2 Form, HR will close the search online, resulting in system-generated emails being sent to all applicants not selected for the position. It is the search committee's responsibility to notify candidates who were interviewed but not selected for the position.