Faculty Recruitment Plan Form

Purpose

The faculty recruitment plan (FRP) acts as a blueprint for your **regular full/part-time hires**. Its purpose is to ensure that hiring efforts align with the business strategy and goals of our organization, while providing a streamlined approach for recruiting the best talent to meet our organizational needs.

Instructions

Emory University Faculty Employment Through Search Procedure Policy 4.6 requires the development of a Faculty Recruitment Plan (FRP) to document recruitment strategies for all **Regular Full-Time or Part-Time** faculty vacancies. The FRP must be completed by the hiring department and provided as an attachment when the requisition is created in iCIMS or Interfolio. Upon submission, the plan will be reviewed by Faculty Recruitment before the vacancy is posted for recruitment. Should additional information be needed about the recruitment plan or process, Faculty Recruitment will work with the hiring department to update the form before advertising the position. For those needing assistance with completing or submitting this document, please email Chelsee Wernecke at chelsee.wernecke@emory.edu.

* Required

* This form will record your name,

[   ]

1. PeopleSoft Job Title *

[   ]

2. Posting Job Title *

[   ]

3. Search Committee Chair *

The Search Committee Chair is responsible for ensuring compliant recruitment strategies are used during the search for this vacancy, with the guidance of Faculty Recruitment and Department HR Professionals.

[   ]

4. Search Committee Chair Email *

[   ]

5. Today's Date *

[🗓]

6. Was this vacancy approved by Faculty Affairs in the Academic Year Hiring Plan? *

  ( ) Yes

  ( ) No

7. If no, has it gone through Faculty Affairs approvals outside of the hiring plan? Who was involved? *

[   ]

8. Is the Search Committee comprised of 3 or more peers? *

  ( ) Yes

  ( ) No

9. Who selected the Search Committee Members? *

[   ]
[   ]
[   ]

10. Who are the Search Committee Members for this recruitment? *

[   ]
[   ]
[   ]

11. Is there an Individuals with Disabilities Affirmative Action Goal for this Job Code? *

  ( ) Yes

  ( ) No

12. Emory has a Veterans hiring benchmark. Date for acknowledgement. *

[🗓️]

13. Please describe your outreach strategy for Individuals with Disabilities and/or Veterans. *

[   ]

14. Provide the Evaluation Criteria that will be used for this recruitment. *

If the department has an Evaluation Criteria Form, please reference here. The form will need to be attached to the requisition when created.

[   ]

15. Recruitment Type *

◯ EUV Faculty/Faculty Equivalent Open Search

◯ EUV Faculty/Faculty Equivalent Search Waiver

16. Remote Work Status *

◯ No Remote

◯ Primarily On Campus

◯ Hybrid Remote

◯ Primarily Remote - Monthly

◯ Primarily Remote - Biweekly

◯ Full Remote - Monthly

◯ Full Remote - Biweekly

◯ N/A or Other

17. Job Description *

1. Posting title for the proposed position.
2. Employment classification of the position, i.e., administrative (with/without faculty rank), faculty ("Assistant," "Associate" professor).
3. Introduction to the department and position overview, i.e., research conducted, team culture, department goals.
4. Specific job duties, as appropriate.
5. Salary notation stating competitiveness.
6. Minimum and preferred qualifications for the position. In cases where advanced degrees are expected, a hiring unit may designate time parameter for receipt of the degree (i.e., "Successful candidate must have PhD at the time of appointment").
7. Anticipated start date and duration of appointment, if applicable.
8. Preferred deadline for receipt of applications. It may be useful to include the statement that "Review of applications will begin on (DATE) and will continue until the position is filled."
9. Request for a cover letter, CV, and references.
10. Contact name and email*.

*Do not use hyperlinks.

18. Department Number and Name *

19. Desired Start Date *

Reminders:

- It can take several weeks to move through the approval process.
- Faculty/Faculty Equivalent Open Searches must be posted for a minimum of 30 days.
- The department must be actively recruiting for an approved requisition. The position cannot be posted without reviewing candidates or the recruitment will be cancelled until the department is ready to move forward.

20. Reason for Vacancy *

○ FTE Re-Allocation

○ New - Budgeted

○ New - Unbudgeted

○ Replacement

21. Person being replaced *

22. Termination Date of Last Incumbent or Budget Approval Date *

[🗓]

23. EUV Faculty Track *

○ Tenure Track

○ Non-Tenure Track

24. Full-Time or Part-Time *

○ Regular Full-Time

○ Regular Part-Time

25. FTE - Hours Per Week *

[   ]

26. EUV Funding Source *

○ Auxiliary

○ Chair Development / Startup Funds

○ CHOA Funded

○ Clinical - EHC Funded

○ Clinical - Grady Funded

○ Clinical - Pediatric Inst. Funded

○ Designated

○ E&G / UOB Funded

○ Endowed Chair/Professorship

○ Grant Funded (Fully Funded 100%)

○ Grant Funded (Partially Funded)

○ Restricted

○ Woodruff Funded

27. Estimated Annual Salary *

[ ]

28. Speedtype and Percentage (list all applicable - must equal 100%) *

[ ]

29. PeopleSoft Supervisor *

[ ]

30. Business Case Exception Justification *

( ) Health, Safety, and Compliance - Role is required to meet legal, regulatory, or safety requirements

( ) Mission-Critical Operations - Position is essential for university functions and service continuity

( ) Revenue-Generating Role - Position directly impacts university revenue or is externally funded

( ) Unique Expertise or Accreditation Requirement - Specialized role critical to accreditation or academic standing

( ) Cancelled

( ) Affiliate

31. Business Case Justification Explanation *

[ ]

32. Alternative Solutions Considered *

( ) Delaying Hire Until Freeze is Lifted

( ) Internal Restructuring or Cross-Departmental Support

( ) Temporary Reassignment of Existing Staff

( ) Use of Part-Time/Contract Personnel

33. Alternative Solutions Considered Explanation - Why Alternatives are not Feasible *

34. Requisition Team *

List all names who should be able to move candidates in iCIMS.

35. Search/Interview Committee *

Enter all names who should be able to view candidate applications in iCIMS.

36. Position Involves: *

☐ Clinical Patient Contact

☐ Potential Exposure to Hazardous Chemicals

☐ Working with Animals

☐ Working with human blood, body fluids, tissues, or other potentially infectious materials

☐ Working in a laboratory

☐ Working with nonhuman primates (NHP), NHP tissues, body fluid, or equipment contaminated by NHP

☐ Working with radioactive materials or devices

☐ Not Applicable

37. Reason for Search Waiver *

　○　Special Emergency Need with Approved Documentation

　○　Interdepartmental Promotion Faculty Waiver

　○　Spousal Hire with Approved Documentation

　○　Temporary Faculty or Faculty Equivalent

　○　iCIMS Open Search Other Requisition

　○　Interfolio / Facet Open Search

　○　External Search Agency

38. Justification for Bypassing Competitive Search *

Provide details and documentation about search and/or situation leading to the identification of the pre-identified candidate. Provide iCIMS or Interfolio requisition number, if applicable.

39. Pre-identified Candidate Name and Email *