



Policy 4.6

Faculty Employment Through Search Procedure Policy

Responsible Official:	Provost and Executive Vice President for Academic Affairs
Administering Division/Department:	University Office of Faculty Affairs
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Overview

Emory University is committed to achieving eminence as an intellectual and inclusive community. Through promotion of evidence-based faculty recruitment practices, the university's goal is to attract and inspire diverse scholars. Emory complies with all state and federal employment laws. The following policy details apply to all faculty and faculty equivalent positions.

Applicability

This policy and procedures apply to situations in which those individuals, committees, hiring managers, administrators and leadership are responsible for posting, vetting and selection of faculty and faculty equivalent positions within the Emory community and its legal affiliate organizations

All Emory University employees and affiliate organizations requesting and gaining faculty appointments will be subject to this policy as well as any applicable employment policies for the university.



Policy Details

Faculty Procedure

Once authorization has been given to begin a search, it is strongly encouraged to discuss search procedures and search procedure updates with the Office of Equity and Inclusion prior to creating vacancies. The hiring department will announce the vacancy on the applicant tracking system. Information including the position description, search committee membership, recruitment plan and strategies for recruiting diverse applicants should be included in the rerecord. Emory University's policy is to conduct open competitive searches before filling any tenure-track or tenured faculty positions. These searches must be national or international in scope. Exceptions to this policy may be made in writing to, and approved by, the Provost of the university. To attract the most qualified and diverse applicant pool, advertisements should clearly state the nature of the position, define the qualifications a successful candidate will possess and highlight Emory's commitment to inclusivity and diversity. Criteria not specified in the original posting cannot be considered when evaluating applicants, nor may the duties and requirements of the job be changed once the position has been posted.

Search Committees should be appointed to assist in the recruitment and selection of all full-time faculty and faculty equivalent vacancies. Tenure track positions must be filled through the search process unless approved by the Dean and Provost. The search committee should be made up of at least three or more peers who represent the diversity of the Emory community.

The Search Committee's charge, responsibilities and rules guiding the committee should be clearly communicated to its members.

Once the department has completed and submitted a requisition, The Office of Equity and Inclusion will review the requisition. Once approved, the vacancy will be posted on the Emory University faculty career site. This posting should remain open to the public for at least 30 days.

It is the hiring official's responsibility to review whether the position has a hiring goal. A hiring goal will exist if women or minorities are "under represented" in the department/school, as compared to peer institutions. If a hiring goal exists, the department/school must participate in specific outreach activities (such as soliciting recommendations and nominations from a broad spectrum of people, including underrepresented junior faculty members in the department and external colleagues, advertising in specialty publications and personal outreach to applicants identified through research) to attract diverse, qualified applicants and must document these activities.

Emory University is committed to providing equal opportunity for all positions. Even if a hiring goal does not exist hiring officials, search committees and requesting departments must document "good faith efforts" to attract women, underrepresented minorities, veterans and people with disabilities. Good faith efforts include the following activities: contacting professional organizations; notifying qualified women and minorities in peer institutions; targeted advertising in publications with appropriate audiences; and targeting applicants from peer communities, societies or other collegial groups.

Applicants applying for vacancies will have the opportunity to complete a system-generated Self-ID form. These forms are required by the federal government and invite applicants to self-identify gender, race, veteran status and disability status. Completion of this form is voluntary. The Office of Equity and Inclusion will share information obtained from the Self-ID's with the hiring official/Chair of the Search Committee once the posting has closed. This data is compared to the existing make-up of the department and peer institutions. If the data is 80% or less of the peer institution data, additional recruitment may be required to vet a more diverse candidate pool. Hiring officials/Chair of the Search Committee are encouraged to meet with the Office of Equity and Inclusion for direction.

Final Candidates



Based on the predetermined position requirements and selection criteria, as well as references and/or letters of recommendation, the initial applicant pool may be reduced to no less than three candidates

If a hiring goal is in place, the hiring official/Chair of the Search Committee must share the list of final candidates, detailing the reason for selection or non-selection, with the Office of Equity and inclusion who will ensure that equal employment opportunity and affirmative action requirements have been met.

The applicant tracking system should be utilized to identify finalist and those candidates that were interviewed. The system should also be used to store records relevant to the search.

Definitions

Search Committee – designated to the hiring manager and / or other individuals with the requisite skills and training to determine qualified candidates

Applicant tracking system – The Emory University IT designated system that holds the complete search record and documentation of the posting, search, selection, hire and onboarding of staff, and faculty.

Self- Identify – The federal government mandated system of asking a candidate to share in a confidential manner their; gender, race, ethnicity, veteran’s status and disability.

Related Links

- [Faculty Background Check Policy 4.126](#)
- [Search Waiver Procedures](#)
- [Search Committee Best Practices](#)
- Office of Equity and Inclusion: <http://equityandinclusion.emory.edu/>

Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Assistant Vice Provost, Faculty Affairs	404-727-0833	caflowe@emory.edu

Revision History

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