



UNIVERSITY OF  
CENTRAL FLORIDA

Faculty Search & Screening Process Changes  
Frequently Asked Questions

**Questions & Answers Published Week of June 27, 2022:**

**1. Why is the University changing the faculty search and screening process?**

UCF is committed to ensuring access and equity to all qualified individuals to its employment opportunities, programs, and services. The modifications to the faculty search process and training requirements are being implemented in furtherance of this commitment. In addition to improving the efficiency of the compliance audit process through integration with Workday by eliminating the need for preparing faculty hiring packages post the hiring, the changes will facilitate proactive compliance with applicable federal, state, and local employment laws at each stage of the search process. These modifications also will align UCF with best practices in higher education.

**2. Are there new duties for faculty search committee members to perform following the launch of Workday on July 1, 2022?**

There is only **one** new required duty for committee members, and that is completion of the mandatory search committee training prior to serving on the committee. Although the Office of Institutional Equity (OIE) will be providing support at the beginning and throughout the search process, the underlying requirements that OIE is verifying have existed in the university's search process for years (i.e., diverse search committee, good faith efforts to recruit a diverse applicant pool, clarity on criteria for each screening round, consistent application of criteria to candidates, etc.). For more information on search committee member responsibilities, please visit the [Employment Equity Resources](#) section of the OIE website.

**3. Are there new duties for the search manager of faculty search committees to perform following the launch of Workday on July 1, 2022?**

No, the duties will not change. However, the forms and systems they are uploaded to will change. The Recruitment Plan Form and the Candidate Pool Evaluation Form have replaced the Search Process Foreign Influences Screening Checklist (not applicable to post docs and adjuncts). The Recruitment Plan form must be uploaded at the time the job requisition is created for OIE review and approval. The Candidate Pool Evaluation Form must be submitted to OIE ([oie@ucf.edu](mailto:oie@ucf.edu)) prior to the scheduling of preliminary interviews. Also, prior to inviting candidates for initial interviews for OIE's review and approval. Lastly, prior to an offer being made, OIE will need to review and approve the search committee minutes and candidate

dispositions. The system used to submit the Recruitment Plan Form will change from the Dynamic Form to Workday. For more information on search manager responsibilities, please visit the [Employment Equity Resources](#) section of the OIE website.

**4. How long is the training required to serve on a search committee or be a hiring manager?**

Depending on the learner, the training should take approximately 35 - 45 minutes to complete.

**5. Should colleges and units just instruct all its employees to complete the required search committee training at once rather than asking individuals to complete the training when they are invited to serve on a committee?**

First, it is important to note that search committee members and hiring officials will be required to complete the training once every three years. Accordingly, it may be more appropriate to wait to take the training when selected to serve. Second, research indicates that learners will rapidly lose their memory of learned knowledge in a matter of days or weeks unless the information is consciously reviewed.<sup>1</sup> Therefore, OIE recommends instructing individuals to complete the training when inviting them to participate on a committee rather than instructing entire units to take it at once.

**6. What is the hiring official's role at the time the search manager submits the Candidate Pool Evaluation Summary form to OIE?**

The hiring official does not play a role in the Candidate Pool Evaluation.

Consistent with the current process, the search committee evaluates the candidates' qualifications during several screening rounds (for example, minimum requirements, as well as one or more preferred criteria). In the current process, after completing these assessments, the committee identifies candidates to participate in preliminary interviews.

In the new process, OIE will assess candidates' progression in the search process prior to the commencement of preliminary interviews. Specifically, the search manager will be required to submit the [Candidate Pool Evaluation form](#) **after** the search committee has completed their evaluation of the candidates' qualifications (based on the minimum requirements and preferred criteria), but **before** they conduct preliminary interviews. The [Candidate Pool Evaluation form](#) will document the screening criteria used for each screening round. It also will summarize how candidates progressed through each round based on these criteria. OIE will work with the search chair regarding any questions at this stage and will forward approval notification to the search committee chair and search manager upon completing the review.

**7. I want to verify that I understand the revised faculty search process as follows:**

- a) When the vacancy is to be filled, the hiring official will create a recruitment plan that will accompany the job requisition to start the recruitment process.
- b) Committee screens candidates and selects candidates to invite for preliminary interviews.

---

<sup>1</sup> <https://www.learnupon.com/blog/ebbinghaus-forgetting-curve/>, accessed June 15, 2022

- c) Before preliminary interviews are scheduled, the search manager submits Candidate Pool Evaluation Summary Form to OIE for review and approval.
- d) OIE reviews within 48-72 business hours. The purpose of this review is to ensure the consistent application of screening criteria across all candidates.
- e) OIE notifies search manager of assessment.
  - If OIE approves list of candidates recommended for preliminary interviews, the search process continues.
  - If OIE notes concerns with the screening process, they will work with the search committee chair to correct. After concerns have been addressed, OIE approves, and the search process continues.
- f) Committee conducts round(s) of interviews (including on-campus interviews), deliberates and recommends finalists for the position to the hiring manager.
- g) Search manager/search chair notifies hiring manager of finalists recommended.
- h) Dean (or designee) approves, and the committee moves forward to schedule finalists' interviews.
- i) When the finalists' interviews are completed, the search committee compiles final department surveys and shares with the hiring official.
- j) The hiring official selects a candidate to consider for offer and notifies the designated Primary Recruiter.
- k) Before any offer is extended, the search committee meeting minutes must be uploaded to the selected candidate's Workday profile for OIE review and approval.
- l) OIE conducts a compliance review of the overall search process and the selected candidate within 48-72 business hours. *Please note the OIE reviews the search process is for compliance EEO/AA non-discrimination laws and Florida Statute requirements. OIE does not inspect the hire file for completeness.*
  - If OIE determines that the search is compliant, the offer process continues.
  - If OIE notes concerns with search compliance, they will work with the search committee chair to correct. After concerns have been addressed, OIE approves, and the offer process continues.

**8. Additionally, what about the current searches that are going on now?**

The Workday process with OIE support at the beginning of the search process applies to all positions posted on or after July 1, 2022. Current, active searches will continue under existing search and screening guidelines.

**9. Will we be receiving more detail about the highlighted information below (new search and screening guidelines with the changes, etc.)?**

OIE is currently in the process of finalizing the training modules, resource documents, and forms associated.

Within the next few weeks, we will share more details as they become available.

**10. How can a search committee member access the mandatory search training?**

UCF has partnered with Vector Solutions to provide this training on their LMS platform. The hiring official for the search should email a list of confirmed search committee members (including name,

title, and department/college) with the position title and requisition number to [ois@ucf.edu](mailto:ois@ucf.edu). OIE will enroll the search committee member in the training module in the Vector LMS within 24 hours. The search committee member will receive an email from Vector Solutions with a link to access the training, on-demand. They will also use their UCF login credentials to sign into their website. Additionally, they will be issued a certificate of completion that can be downloaded for their records and shared with the hiring official to confirm completion.

*If there are specific cases that require an immediate response, don't hesitate to contact OIE (ois@ucf.edu). However, continue to monitor emails with more details about the changes.*