

## Search Process Glossary of Terms (7/11/2022)

Many of the terms used in this training module will be familiar to you. However, some terms associated with the process changes are new. Therefore, the following is a summary of the terms referenced within this training module. Please note that the definitions provided are abbreviated for the purposes of this module. You may find detailed, expanded definitions in the OIE Search and Screening Guidelines.

1. **Affirmative Action Plan/Program (AAP)** – According to Executive Order 11246, federal contractors are required to develop a written Affirmative Action Program (AAP) if (1) it has 50 or more employees and (2) it has a federal contract or subcontract of \$50,000 or more. Each contractor is required to maintain and make available to the Office of Federal Contract Compliance Programs (OFCCP) documentation of AAP compliance. An AAP is a management tool designed to ensure equal employment opportunity. A central premise underlying affirmative action is that absent discrimination, over time a contractor's workforce, generally, will reflect the gender, racial and ethnic profile of the labor pools from which the contractor recruits and selects. AAPs contain a diagnostic component designed to evaluate the composition of the workforce of the contractor and compare it to the composition of the relevant labor pools. AAPs also include action-oriented programs designed to address this underutilization of underrepresented groups where these individuals are not being employed at a rate to be expected given their availability in the relevant labor pool. Finally, effective AAPs also include internal auditing and reporting systems that measure the contractor's progress toward achieving the workforce that would be expected in the absence of discrimination.
2. **Budget Manager** – Designated individual within the college/division/department with responsibility for budget administration.
3. **Candidate Pool Evaluation form - *NEW*** – The Candidate Pool Evaluation form is the search documentation providing evidence that each candidate was evaluated against the same set of objective criteria. The Candidate Pool Evaluation form is prepared by the search committee chair and is submitted to OIE for review after the search committee has screened all applicants for minimum and preferred requirements and prior to preliminary interviews.
4. **Faculty Excellence-Personnel Administration (FE-PA)** – The Faculty Excellence, Personnel Administration (FE-PA) unit provides guidance and support for university processes related to faculty recruitment and employment actions. FE-PA is responsible for creating and managing all faculty agreements, including new employment agreements and summer supplemental agreements, as well as new agreements generated because of an appointment change. In addition, FE-PA is responsible for reviewing and approving all faculty vacancy announcements, and position number management for faculty lines.
5. **Foreign Influence Screening** – Pursuant to Florida Statute §1010.35, UCF is required to meet certain screening requirements before offering a Research or Research Related Support Position to the individuals identified below. The information outlined below is meant to assist the UCF community in meeting these new requirements. The screening process outlined below applies to:
  - a. Foreign Nationals seeking employment in Research or Research Related Support Positions, including graduate and undergraduate students seeking such positions, and

- b. U.S. Citizens or Permanent Residents seeking employment in Research or Research Related Support Positions, if the individual:
    - i. Has an affiliation with an institution or program in a Foreign Country of Concern; or
    - ii. Has had one year or more of employment or training in a Foreign Country of Concern.
  - c. These requirements do not apply to U.S. citizens or U.S. permanent residents if the employment or training was/is through an agency of the U.S. Government.
- 6. **Hiring Official (HO)** – The “hiring official” is the person who will select the candidate to fill the vacancy. The search committee is advisory to the hiring official; therefore, the hiring official may not perform search committee functions outside of providing guidance on recruitment and sourcing options or providing clarification regarding minimum and preferred qualifications.
- 7. **Human Resources-Talent Acquisition** – Talent acquisition is an office in Human Resources within the Division of Administration and Finance that will solely support the hiring of staff and temporary positions, to meet talent acquisitions best practices and compete for talent in the Orlando market. Faculty recruiting is fundamentally different and will remain with colleges supported by the HRBC.
- 8. **Next Level Supervisor (NLS)** – The person/position to whom a designated position reports.
- 9. **Office of International Collaboration and Export Control (OICEC)** – The Office of International Collaboration and Export Control provides direction and stewardship of export-controlled technology and restricted research to ensure that transfers to foreign parties in the research setting are consistent with U.S. export and sanctions regulations.
- 10. **Office of Institutional Equity (OIE)** – The mission of UCF’s Office of Institutional Equity (OIE) is to ensure equal opportunity and to protect the civil rights of all University community members through proactive outreach, education, and effective response and resolution. The OIE supports a living, learning, and work environment that is free from discrimination, discriminatory harassment, and retaliation where all members of the UCF community feel welcomed and valued. This includes OIE serving as the office of the ADA Coordinator, Title IX Coordinator, and Affirmative Action Officer.
- 11. **Recruitment Plan – NEW** – The Recruitment Plan is documentation of proposed proactive recruitment strategies implemented for a search that has relevance for both diversity and organizational mission. It also records search committee membership for a designated search.
- 12. **Search Committee** – A search committee is a group of at least three members appointed by the hiring official to assist with the search process on an advisory basis.
- 13. **Search Chair** – The “search chair” organizes and leads meetings. The chair is responsible for leading the committee through university procedures to the final form of input that the hiring official requested. The hiring official names the chair, who usually is a voting member.
- 14. **Search Committee Member** – The search committee members review the applicant pool, interview candidates, and make recommendations to the hiring official. They may assist with the search process by recommending language for advertisements and proposing appropriate advertising venues. The university’s Affirmative Action Plan specifies that committees’ membership should be

diverse by race/ethnicity and sex. Members should be knowledgeable about the discipline or professional field and available for all or at least most of the meetings. Committee appointments may include members of the department, individuals from outside the department who are knowledgeable about the area, community members such as Advisory Board members, students, or alumni.

15. **Search Manager** – The search manager is the university representative for procedural matters and documentation. This individual creates, maintains, and serves as the custodian of records during the search process. Coordination with the hiring official and search committee chair is essential for this role.

16. **Search Process Review – NEW** – The Search Process review is OIE’s final assessment of the search committee meeting minutes at the end of the search AND prior to the extension of the employment offer for the following:

- a. References to any changes in the search process occurring after the initial approval of the requisition,
- b. A listing of the finalists for the position, including their highest degree, recruitment source (if known), final interview date, and final interview format,
- c. An explanation of why each finalist was selected,
- d. A description of the preferred candidate’s qualifications and an explanation of why they were selected over the other finalists, and,
- e. Documentation of actions taken to address underrepresentation or enhance diversity.

The purpose of this review is to ensure overall compliance of the search before an offer is extended. The search committee meeting minutes should reflect this information. The search manager and search chair are responsible for ensuring the timely preparation and submission of search minutes for review. The minutes must be reviewed and approved by OIE prior to the extension of a formal employment offer.