

GUIDELINES FOR USING SEARCH FIRMS FOR FACULTY RECRUITMENT AT THE UNIVERSITY OF ALABAMA AT BIRMINGHAM (UAB)

From time to time, departments may choose to work with executive search firms to recruit for hard-to-fill or highly-specialized faculty positions; or administrative/faculty positions such as department chairs and directors. When the need arises to employ the services of a search firm for faculty recruitment at the University of Alabama at Birmingham, the following guidelines and procedures apply:

1. Make sure that all university, school, college and UAB Libraries policies and **procedures** have been followed to secure approval to recruit for the faculty position. This includes **processing a recruitment request through UAB PeopleAdmin**.
2. Ensure that the search firm adheres to the university's guidelines for recruitment and hiring, as well as its commitment to diversity, equity and inclusion in its faculty recruitment and hiring process.
 - A. The university's Diversity and Inclusion Statement must appear on all print and electronic advertisements.
 - B. Effort should be made to ensure that a diverse and inclusive candidate pool is identified for the position.
 - C. Advertisement placements should appear in publications and resources that have a reach to diverse, inclusive, and underrepresented applicants.
 - D. The Request to Recruit (Requisition) and advertisement content must be approved by the appropriate Equity Advisor and the Office of the Vice President for Diversity, Equity & Inclusion before the search commences.
3. The Search Committee Chair will work with the appropriate departmental/unit contact person who will be responsible for originating the position requisition in UAB PeopleAdmin; which allows for applicant status (disposition codes) updates and interview recommendations.
 - A. Search Committee members should also be added to the recruitment requisition which allows them to review and evaluate candidates in UAB PeopleAdmin.
4. Ensure that the university's **procurement rules** and procedures are followed with regards to engaging with and entering into a contractual agreement with the search firm.
5. Please review the Search Firm Guidelines provided by UAB Human Resources for additional resources. UAB HR Search Firm Guidelines
6. Open the faculty recruitment requisition in UAB PeopleAdmin; including routing the position advertisement for review and approval by the Equity Advisor (formerly Affirmative Action Officer), Dean, and Provost; ensuring that it includes the required university content and meets all university standards.
7. **No faculty recruitment advertisement should be placed by the search firm on behalf of a department, before the advertisement has been fully approved according to UAB procedures and guidelines;** which includes review and approval from the Equity Advisor, Dean's Office and Provost.
 - A. The search firm is responsible for drafting or writing the position announcement and/or job description, the hiring department must make sure that the faculty advertisement includes all required university elements and meets university standards. Faculty advertisement guidelines and requirements can be

found here.

- B. The advertisement must still be approved using the university's process for faculty recruitment (submission of faculty requisition through UAB PeopleAdmin).
- 8.** The hiring department must **communicate with the search firm** that faculty applicants must apply through UAB PeopleAdmin. Although the search firm may do the leg work of finding candidates for the position, the search firm should ultimately ask candidates to apply directly in the university's electronic system.
- A. To help facilitate this process, the **search firm representative is given "guest user" access** to UAB PeopleAdmin for the specific requisition/recruitment only:
 - a. Which allows the search firm representative to review applicants as they apply
 - b. The Search Firm provides **candidates with a direct link** to the position posting at UAB Faculty Jobs to make for easier application.
 - B. Additionally, when the search firm is given "guest access" to UAB PeopleAdmin, it allows the search firm to:
 - a. Ensure that the applicant list is complete,
 - b. Manage the status of each applicant,
 - c. Report all efforts of recruitment activity, and
 - d. Report the process used to determine who would be interviewed.
 - C. Faculty Affairs can establish a "How did you hear about this faculty employment opportunity?" using Supplemental Questions Tool within UAB PeopleAdmin that will allow for tracking of candidates from the search firm.
- 9.** In some instances, the search firm will post the faculty position on their company Web site. The hiring department should work with the search firm to make sure that the advertisement meets university guidelines and requirements.
- 10. Other Considerations:**
- A. A **Hiring Proposal must be initiated** by the Search Chair/Hiring Manager within UAB PeopleAdmin before a formal offer of employment can be extended to the finalist candidate.
 - B. After the finalist candidate accepts the employment offer, the hiring department must ensure that all recruitment/search records for all candidates have been managed/closed out properly in UAB PeopleAdmin
 - i. Ensure that the EEO Reporting is complete
 - C. In some instances, search firms may wish to collect all applicant materials initially and direct only qualified and considered individuals to submit an online application. Please consult with Faculty Affairs or the Office of Diversity, Equity, and Inclusion regarding any questions about this process.
 - i. The search firm representative can retrieve the unique posting link from UAB PeopleAdmin to provide to candidates.
 - ii. Items **A** and **B** also apply in this scenario.