Introduction

This document serves as a reference guide regarding procedures and other requirements to hire full-time faculty following state and federal law, university regulations and policies, and other rules. It is updated routinely as new changes are implemented. In that regard, please download the most recent version of the guide, as noted by the effective date on the title page, from the Faculty Excellence website at https://facultyexcellence.ucf.edu/administration-documents/ prior to beginning a new search.

For information regarding additional procedures, processes, and requirements specific to your area vice president (VP) or college, or for assistance regarding hiring procedures for part-time (adjunct) faculty, please contact your area VP or college personnel representative for assistance.
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Getting Started

Budget authority

Education & General (E&G) positions: The first step in faculty recruitment and hiring for E&G positions is to obtain budget authorization from your area VP or college dean’s office. Please note that budget authorization must be obtained for all E&G searches, including those that are simply replacements for recently vacated positions. Please contact your area VP or college dean’s office directly for assistance in this regard.

Contract & Grant (C&G) positions: To confirm budget availability for C&G positions, contact the Office of Research.

Position number assignment

This is a 5-digit number associated with the specific job or position vacancy that will be used throughout the process and ultimately assigned to the selected candidate. Position numbers for all budget entities (E&G, C&G, or auxiliary) can be obtained by contacting your area VP or college dean’s office.

Search and Screening Procedures

What is a search and when is one required?

A search is defined as the process of filling a job or position vacancy via public announcement (“posting”) and recruitment followed by consideration of all qualified applicants. A search is required for all UCF faculty positions unless specifically exempted. For a description of search exemption categories, please refer to the “Request for Exemption from Posting” form at https://www.oie.ucf.edu/documents/RequestforExemptionfromPostingForm.pdf. For assistance with completing and using this form, please contact the Office of Institutional Equity (OIE).

Note that one of the search exemption categories (“Appointment made in the best interest of the university”) includes a provision for current UCF employees that have received notice of layoff or former UCF employees that have been terminated from the university due to layoff. Specifically, if a UCF employee that has received notice of layoff (or has already been terminated by the university due to layoff) applies for a position and meets the required qualifications as described in the posting, he or she may have alternate employment or recall rights and a search may no longer be required. Please refer to Appendix A of this guide for information regarding the hiring process if a candidate with UCF alternate employment or recall rights has been identified.

What is a search committee and when is one required?

A search committee is a group appointed by the hiring official to assist with the search process by screening the applicant pool and recommending potential candidates to the hiring official. The selected applicant must have applied to a posting that has been open at least seven days. Note that a search committee is required for all faculty positions that require a search, with one exception. An applicant for a faculty position may be hired without having been screened by a search committee when she or he is hired through the Faculty Recruitment Program (FRP). See http://facultyexcellence.ucf.edu for more information on the FRP.
**Search and screening guidelines**

Information regarding the university’s search process is available through the Office of Institutional Equity. Specifically, the university publishes *Search and Screening Guidelines* for faculty searches and *Recruiting a Diverse Faculty* that includes information for the hiring official, the search committee chair, and the search manager preparing the documents. Topics include advertising, the composition of the search committee, screening rounds, and preparation of documents for administrative review. The *Recruiting a Diverse Faculty* document outlines methods for obtaining a diverse faculty pool. Both documents are available at [https://www.oie.ucf.edu/](https://www.oie.ucf.edu/). Hiring officials, committee chairs, and search managers are also encouraged to contact OIE for information prior to the start of the search, or at any time during the process.

**Procedures for posting on the UCF Employment Opportunities website (www.ucf.edu/jobs)**

Posting on UCF’s employment opportunities website is required for all positions that require a search. In other words, only positions in one of the categories defined in the previously-mentioned “Request for Exemption from Posting” form are exempt from posting. All faculty E&G positions, except for visiting non-renewable positions and positions filled through the Faculty Recruitment Program (FRP), must be posted for a minimum of four (4) weeks. All other faculty positions may be posted for a minimum of one (1) week. For more information regarding the UCF position vacancy listing and the search process, please refer to the *Search and Screening Guidelines* document on the OIE website.

For technical information regarding how to get a position listed on the UCF website, please refer to the assigned Talent Acquisition team member in this regard.

**Selection and Employment Agreement**

**Making an offer of employment**

Official faculty offers can be made only by the provost and vice president for Academic Affairs or direct designee. Specifically, all such offers shall be made via the Faculty Employment Agreement form and related attachments signed by the provost and vice president for Academic Affairs or direct designee.

"Unofficial" offers of employment create liability for the university and the college/unit. As such, unofficial offers of employment are prohibited and will not be honored by the university. On the other hand, the university recognizes that there may be circumstances in which a candidate may need written documentation of the search status at UCF, such as where the candidate is entertaining an offer from another institution. In these circumstances, the college/unit may provide a written letter summarizing the search status and indicating that a Faculty Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost and vice president for Academic Affairs or designee. Where such a letter is provided by the college/unit, the language outlined in Appendix B of this guide must be included.

Prior to any offer of appointment being made, the following should be considered and preapproved:

1. **Individuals Holding Public Office:** A candidate that holds or formerly held a political office at the local, state, or national level must be approved for hire by the provost and vice president for Academic Affairs prior to making an offer of employment. Specifically, in such cases, the respective college dean or administrative area vice president must consult with the vice president for university relations and then seek hire approval from the provost and vice president for Academic Affairs. Dean/VP offices may contact the Office of the Provost. For additional information, please refer to the UCF Guideline on the Appointment of Individuals
2. **Employment of Relatives**: UCF policy 3-008.2 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of faculty who have indicated on the Applicant Affirmation that they have a “relative (as specifically defined by the policy)” employed by the university must be reviewed and approved by the provost and executive vice president or designee. Additional information on the policy and process can be found at http://hr.ucf.edu/files/EmploymentofRelativesForm.pdf.

**When can the hiring official request a Faculty Employment Agreement?**

Departments may request a Faculty Employment Agreement from their area VP or college dean’s office personnel representative as soon as a search has been completed following all university rules and regulations outlined in this guide and OIE’s Search and Screening Guidelines. Note that this assumes the job posting on the UCF employment opportunities website has been officially closed (meaning the posting deadline as listed on the website is not currently “open,” or the listed application deadline has passed, and all timely applicants have been considered).

**Procedures for requesting a Faculty Employment Agreement**

Faculty Employment Agreement requests to the provost and vice president for Academic Affairs via the Faculty Excellence, Personnel Administration office must be made directly by the area VP, college dean, or designated personnel representative as follows:

1. Complete the Faculty Employment Agreement form. Please contact your Faculty Excellence personnel representative if a current version of the form is needed.

2. For E&G hires, complete the online E&G Salary Commitment form available at https://facultyexcellence.ucf.edu/administration-documents/ (under the “Budget-Related” section). This form is not required for contract & grant (C&G) or auxiliary (AUX) employees.

3. For E&G hires, forward the completed Faculty Employment Agreement and E&G Salary Commitment forms electronically via email to the Faculty Excellence, Personnel Administration office at acadadm@ucf.edu. To facilitate tracking and processing, the email subject line must include the employee’s last name and position number (For example: Jones, #31234).

   **Note that the E&G Salary Commitment form must be approved by the area VP or college dean’s office responsible fiscal officer, and thus it is required that he or she be copied on the email submission to the Faculty Excellence, Personnel Administration office.**

4. For C&G hires, the request to Faculty Excellence, Personnel Administration must come directly from the Office of Research (OOR). Therefore, all C&G requests from the area VP or college dean’s office must first be forwarded to OOR, following their established procedures. Please contact the OOR personnel representative directly for assistance in this regard.

5. For regional campus hires (i.e., reflecting a regional campus liability department), the appropriate UCF Connect representative must be copied on the email request sent to Faculty Excellence, Personnel Administration (acadadm@ucf.edu).

6. Hires with tenure or tenure credit require a preliminary review by Faculty Excellence. Prior to providing the selected candidate with an unofficial letter of offer, please submit to Faculty Excellence, Personnel Administration (acadadm@ucf.edu) the appropriate form (Tenure with Hire form (AA-12) or Hire with Tenure Credit form), the selected candidate’s CV, and the unofficial letter of offer the college intends to provide the selected candidate. Both forms are available on the Faculty Excellence website at http://facultyexcellence.ucf.edu/promotion/.
7. For all tenure track faculty hires, including tenure-earning hires, hires with tenure or tenure credit, area VP or college dean direct reports (i.e., associate deans, chairs, etc.), and FRP hires, attach an electronic copy of the selected candidate’s curriculum vitae and an email/memo from the dean/VP indicating that he or she has approved this hire. For hires with tenure, also include an approved “Tenure with Hire” form (AA-12). For hires with tenure credit, include an approved “Hire with Tenure Credit” form.

For FRP hires, please also attach a copy of the approved Faculty Recruitment Program Application (see guidelines in Appendix C of this guide).

For a chart of forms to submit for different requests, please see Appendix D of this guide.

8. Reviewed and approved Faculty Employment Agreements will be signed by the provost and vice president for Academic Affairs or designee and attached (along with the associated Conditions of Employment form) to the selected candidate’s offer card in the PageUp system for transmittal to the selected candidate.

9. The selected candidate must sign and date the Faculty Employment Agreement and Conditions of Employment forms and return the originals to the hiring official as soon as possible for transmittal to the Office of Human Resources (HR) Records section, as indicated in the Signing Up for Payroll and Benefits section of this guide. In addition, copies of all the forms must be provided to the candidate and the area VP or college dean’s office.

Incomplete or inaccurately completed or submitted Faculty Employment Agreements or E&G Salary Commitment forms (including requests submitted to the incorrect email address, or requests not submitted by or copied to the required parties) will be returned to the area VP or college dean’s office personnel representative and will cause delays in processing. Therefore, please be sure to follow the instructions on the forms and contact the Faculty Excellence, Personnel Administration office for assistance as needed prior to completing and submitting the forms.

**Criminal history background checks**

UCF requires a criminal history background check for all new faculty hires, as well as rehires that have been off the university payroll for one year or more. Employees for whom a criminal history background check has not been completed may not be placed on the university’s payroll. Background checks are now an automated part of the recruitment process. PageUp has integrated with Truescreen and background checks must be completed and approved prior to the selected candidate receiving an offer of employment. For more information regarding the background check process, please visit [https://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/](https://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/).

Note that the purpose of any criminal background history check is to determine whether criminal history is job-related. A criminal history is not a bar to employment. The criminal history of a finalist will be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

**Submitting Documentation for Administrative Review**

**Search documentation**

All search documents should be submitted to OIE for review promptly when the search has been completed, but no later than 30 days prior to the end of the candidate's initial hiring semester. This includes all search materials and the selected candidate’s credentials gathered during the search process as described in OIE’s Search and Screening Guidelines. Failure to submit the required materials by the deadline will result in automatic issuance of a letter of non-reappointment to the employee. If you have any questions, call your area VP or college dean’s office personnel representative.
To ensure that all the required materials have been secured, please complete the Faculty Hiring Package Checklist available on the Faculty Excellence website (Personnel Administration page) at https://facultyexcellence.ucf.edu/administration-documents/ and submit it to OIE along with the completed hiring package.

**Teaching qualifications documentation**

As indicated in the Faculty Hiring Package Checklist, certification of teaching qualifications is required for all new faculty expected to serve as an instructor of record for UCF credit-bearing courses (including thesis and dissertation hours, directed research, and independent studies). Certification is now completed online through the Faculty Qualifications Management System (FQMS). For instructions or questions about the FQMS please contact Academic Program Quality or visit http://apq.ucf.edu/fq/fqteaching/fqms/.

**Graduate Faculty Appointments**

Before engaging in any graduate level activities (i.e., teaching graduate courses and/or serving as a member, advisor, chair or co-chair of a thesis or dissertation committee, a faculty advisor for a thesis or dissertation student) an individual must be appointed as a member of the UCF Graduate Faculty or as a Graduate Faculty Scholar. Appointments to the Graduate Faculty may be at the level of Associate Graduate Faculty or Full Graduate Faculty, depending on the candidate’s qualifications. To nominate a candidate for such an appointment, the hiring department must complete and submit (electronically) an approved Nomination and Appointment to Graduate Faculty & Graduate Faculty Scholars form along with a copy of the nominee’s curriculum vitae to the College of Graduate Studies.

The nomination form and additional information regarding this process can be found at https://graduate.ucf.edu/forms-and-references/.

**Signing Up for Payroll and Benefits**

**Payroll guidelines and deadlines**

Once the new employee has signed the Faculty Employment Agreement and Conditions of Employment forms, these documents must be forwarded to the Office of Human Resources (HR) Records section along with an electronic Personnel Action Form (ePAF). For more specific information regarding Payroll Services procedures and deadlines, please refer to the Payroll Resources section of the HR website at http://hr.ucf.edu/liaisons-and-managers/, or contact the Payroll Services section directly for assistance.

**New employee sign-in and orientation sessions**

To place an employee on the university’s payroll and comply with federal immigration law, all new employees are required to complete sign-in paperwork through PageUp by the specified dates. New employees must also attend an orientation session which covers university policies, procedures and benefits. The orientation sessions are hosted by the Office of Human Resources but must be coordinated by the hiring department at the time the sign-in paperwork is completed. For more specific information regarding new employee sign-in procedures and orientation sessions, documentation required from the employee, etc., please refer to HR’s Employment Services & Records website at http://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2/ or contact the Employment Services & Records section directly for assistance.

*Note that failure to complete sign-in and provide Payroll Services with the necessary documentation required for compliance with federal immigration law and withholding requirements will nullify the Faculty Employment Agreement.*
Benefit enrollment sessions

A “New Employee Benefits Summary” will be provided to all new faculty during the New Employee Orientation, at which time the employee can either turn in already completed benefit forms or opt to attend a later Benefits Enrollment Session. For more specific information regarding benefits, please contact HR’s Benefits section directly for assistance or visit the website at http://hr.ucf.edu/current-employees/.

Signing Up for New Faculty Academic Orientation

New faculty are strongly encouraged to attend the annual New Faculty Academic Orientation, hosted by Faculty Excellence and the Faculty Center for Teaching & Learning (FCTL). This orientation session is entirely different from the required New Employee Orientation session hosted by the Office of Human Resources (described previously). Specifically, this two-day event is an introduction to faculty life at UCF covering topics such as tenure and promotion, research funding, teaching pedagogy, and exposure to the wide range of support systems and resources available to promote faculty success at UCF.

For more specific information and to sign-up for New Faculty Academic Orientation, please contact Faculty Excellence via email at facultyexcellence@ucf.edu, or by calling their office directly at (407) 823-1113.

Obtaining a Personal ID and MS Outlook Email Account

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The EmplID assignment will enable the employee access to University Libraries services, as well as the ability to order course books and other information to support their transition to the university.

The EmplID can be obtained by the college/area by partially completing the “Hire an Employee” form via the electronic Personnel Action Form system (ePAF).

Please note that it is the department’s responsibility to ensure that EmplID’s are created only for those employees who have received a formal offer of employment.


Once an EmplID is assigned, a UCF Exchange email account may be requested by the hiring college/area. For further information on this process, please refer to UCF Email Account Requests (https://hr.ucf.edu/files/Email-Account-Request_17Aug2018.pdf), or the Computer Services & Telecommunications website at http://it.ucf.edu/help/Faculty-And-Staff-Support/.
Appendix A-Hiring Process for Candidates with Alternate Employment or Recall Rights

As stated in the Search and Screening Procedures section of this guide (see “What is a search and when is one required?”), current UCF employees who have been given a notice of layoff or former UCF employees who have been terminated from the university due to layoff may have alternate employment or recall rights to an available position and thus a search may not be required.

Difference between Alternate Employment and Recall Rights
Alternate employment is shorthand for positions that represent appropriate alternate or equivalent employment.

Recall rights are for positions that are the same or similar to the position from which an employee is laid off.

In either case, candidates must be qualified for the available position. The rights vary for employees in different categories (USPS, in-unit faculty and A&P, and out-of-unit faculty and A&P).

Eligibility Guidelines for Faculty and A&P Employees
The alternate employment period occurs after notice of layoff but before termination.

For in-unit faculty and A&P, recall rights commence when employees are notified of layoff and extend, for those not otherwise employed in an equivalent full-time position, for two years after termination for layoff. For out-of-unit faculty and A&P, and for USPS employees, recall rights commence at termination for layoff and extend for one year.

Employees in the following categories do not have alternate employment or recall rights:
1. OPS
2. Visiting
3. Appointed for less than one academic year
4. Non-E&G appointments (C&G, AUX, Local Funds, etc.)

Identifying Candidates with Alternate Employment or Recall Rights
As with any E&G hire request, a candidate may be identified in consultation with the Office of Contract Compliance and Administrator Support (CCAS) before a hiring unit posts a position, otherwise the unit should proceed as usual and post the position via the online system. All E&G regular as well as visiting renewable vacancies, except for positions filled through the FRP, must be advertised for a minimum of four (4) weeks (C&G and AUX vacancies can be posted as usual for a minimum of one (1) week).

After posting, candidates with possible rights may be identified by CCAS, or they may self-identify via the online hiring application system. In either case, CCAS will consult with the hiring unit to determine whether an identified candidate has alternate employment or recall rights for the position at hand. This decision may require an interview. If a candidate in a faculty search who has applied online is confirmed by CCAS to have alternate employment or recall rights, this will be flagged in the online hiring system, much like the veteran’s preference extended to USPS candidates.

Selection Process for Candidates with Alternate Employment or Recall Rights
Qualified in-unit faculty and A&P candidates who have been verified by CCAS to have alternate employment rights must be hired. Out-of-unit faculty and A&P candidates who have been verified to
have alternate employment rights receive a hiring preference (they must be advanced to the final round of candidates and interviewed).

Candidates who have been verified by CCAS to have recall rights for the position at hand must be hired, whether in-unit or out-of-unit.

If several candidates meet these criteria, those with recall rights take precedence over those with alternate employment rights. If several candidates have equivalent rights, then the candidate best suited for the position should be selected.

If a unit does not select any of the candidates with alternate employment or recall rights in its applicant pool, the decision must be countersigned by CCAS.

**Hiring a Candidate with Alternate Employment or Recall Rights**

If, upon consultation with CCAS, a unit identifies and selects a candidate with alternate employment or recall rights, the unit should immediately cancel the search by preparing a Faculty Job Card (FJC) Change Form and submitting it to Faculty Excellence, Personnel Administration per the current process. On the FJC change form, please state clearly the reason for the cancellation.

In the hiring packet, include the OIE Request for Exemption from Posting form. Choose category #7 and specify whether the candidate has alternate employment or recall rights. For additional information, please refer to OIE’s *Guidelines for Exemptions from Posting* (under “Employment Equity” and then “Employment Equity Forms”, pages 1-2 of the Request for Exemption from Posting document) at [https://www.oie.ucf.edu/#employmentequity](https://www.oie.ucf.edu/#employmentequity).

Include all items in the hiring package except for the telephone reference checks. A copy of the official transcript of highest degree may be submitted in place of the original. For candidates hired with tenure under alternate employment rights, a tenure vote is required and must be reported on the AA-12 form as usual. For candidates hired with tenure under recall rights, a tenure vote is not required; however, the AA-12 form must be included, and, in place of the tenure vote, the college/unit should note the following: “Tenure restored under recall/re-employment rights.”

**Additional Questions about Alternate Employment Preference and Recall Rights**

Alternate employment and recall rights are governed by UCF Regulation 3.0123 Layoff (for most USPS and out-of-unit faculty and A&P employees) or Article 13 of the BOT-UFF Collective Bargaining Agreement (for in-unit faculty and A&P employees).


Appendix B-Unofficial Letter of Offer

As stated in the Selection and Employment Agreement section of this guide (see “Making an offer of employment”), a college/unit may provide a written letter summarizing the search status and indicating that a Faculty Employment Agreement will be given once all the conditions of the process are satisfied and the hire is approved by the provost and vice president for Academic Affairs or designee. In those circumstances where such a letter is provided by the college/unit, the following language must be included. Note that the candidate may be eligible for reimbursement for moving expenses up to 10 percent (10%) of the new employee’s salary, in which case such statement should be added to the letter (see paragraph 4). For additional information, please refer to:

UCF policy 3-505.3 Payment for Relocation:
https://policies.ucf.edu/documents/3-505.pdf
Purchasing Procedural Manual:

[DATE]

Dear {NAME},

I am pleased to recommend to the Provost your appointment as {TITLE} in the {AREA/COLLEGE NAME} at the University of Central Florida, with an anticipated start date of {DATE}. This appointment is contingent upon successful completion and final approval of all hiring documents, at which point a faculty employment agreement can be issued to you. {INSERT IF APPLICABLE: Tenure is contingent upon approval by the Board of Trustees.}

Your direct reporting relationship will be to {NAME}. You will hold the academic rank or administrative position of {TITLE} in the {AREA/COLLEGE NAME}. Your {9- or 12 month} starting salary will be {SALARY} per year, plus all benefits for which you are eligible.

Additionally, I recommend that you be approved for hire with the following support: {e.g., summer support, laboratory equipment, etc.}.

Information regarding UCF healthcare, retirement, and other benefit programs, as well as the "New Employee Orientation" sessions held regularly by UCF benefits representatives, can be found on the Office of Human Resources website at http://hr.ucf.edu/prospective-employees/new-employee-benefits/, or by calling them directly at (407) 823-2771. {INSERT IF APPLICABLE: Moving expenses may be covered up to 10% of your starting base salary.}

I look forward to working with you and having you as a key member of the UCF {AREA/COLLEGE NAME} team. Please call if you have any questions. You may indicate your preliminary agreement and acceptance of these terms by signing below and faxing or emailing this letter back to me at {FAX/EMAIL}.

Sincerely,

Name
Title
Appendix C-Faculty Recruitment Program

Overview

The University of Central of Florida, as America’s Partnership University, promotes an engaging and rewarding academic environment supportive of the advancement of knowledge through multicultural and multidisciplinary collaborations. To this end, we must attract and retain highly-qualified faculty who share the same vision.

The Faculty Recruitment Program (FRP) supports the following priorities at UCF: (1) inclusive excellence in our tenure track/tenured faculty, (2) becoming the desired university of choice for academic partners (meaning spouse, significant other, or domestic partner), and (3) being flexible and nimble in order to recruit world class faculty.

Information about this program can be found on the Faculty Excellence website at [http://facultyexcellence.ucf.edu/targeted-opportunity-program-top/](http://facultyexcellence.ucf.edu/targeted-opportunity-program-top/).
## Appendix D–Supplemental Documents Required Chart

### Supplemental Documents Required Chart

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<tr>
<th>Request Type</th>
<th>CV</th>
<th>Tenure Documents</th>
<th>Faculty Recruitment Program (FRP) Approved</th>
<th>Email or Memo Documenting Dean's Approval</th>
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<td>Tenure w/ Hire Form (AA-12)</td>
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<tr>
<td>Hire w/ Tenure Credit</td>
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<td>Tenure-Earning, Ranked Faculty Hire</td>
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<tr>
<td>Non-Tenure Earning Faculty (All)</td>
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<td>Extramural or VA Appointments</td>
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<td>Direct Reports* - New Appointments</td>
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<td>x</td>
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<tr>
<td>FRP Hires</td>
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<td>AA-12 or Hire with Tenure Credit Form, as applicable</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

*Refers to candidates that will report directly to a dean, VP, or to any other employee who reports to the provost.

**Reminders:** E&G Salary Commitment Forms should be submitted for all E&G faculty appointments. In addition, the college should also provide documentation of the dean's (or direct designee's) approval.