



<b>POLICY TITLE</b>	Recruitment, Selection, and Hiring of Faculty Positions	<b>Policy Number</b>	306
<b>Section</b>	People and Culture	<b>Approval Date</b>	June 18, 2025
<b>Subsection</b>	Hiring Practices	<b>Effective Date</b>	June 18, 2025
<b>Responsible Office</b>	Office of the Provost/Senior Vice President of Academic Affairs	<b>Last Review</b>	June 18, 2025

## 1.0 PURPOSE

1.1 Utah Valley University believes that hiring qualified faculty members to fill open positions contributes to the overall success of students, faculty, staff, and university community. This policy’s purpose is to ensure a consistent, fair, efficient, and compliant hiring process, promoting equal opportunities and attracting the best faculty for the University.

## 2.0 REFERENCES

- 2.1 *Age Discrimination in Employment Act*, 29 U.S.C. § 621–634 (1967)
- 2.2 *Americans with Disabilities Act*, 42 U.S.C. § 12101 et seq. (1990) (as amended by Pub. L. No. 110–325)
- 2.3 *Title VII of the Civil Rights Act of 1964*, 42 U.S.C. § 2000e–2000e17 (as amended by Pub. L. No. 102–166)
- 2.4 *Equal Pay Act*, 29 U.S.C. § 206(d) (1963)
- 2.5 *Executive Order No. 11246* – Equal Employment Opportunity
- 2.6 *Fair Labor Standards Act*, 29 U.S.C. § 201 (1938) (as amended by Pub. L. No. 11028, 121 Stat.112)
- 2.7 *Immigration Reform and Control Act*, 8 U.S.C. §1101 (1986)
- 2.8 *Pregnancy Discrimination Act*, 42 U.S.C. § 2000e (1978) (as amended by Pub. L. No. 95-555, 92 Stat. 2077)
- 2.9 UVU Policy 114 *Conflict of Interest and Commitment*
- 2.10 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*



2.11 UVU Policy 309 *Executive Employees: Recruitment, Compensation, Termination*

2.12 UVU Policy 326 *Workplace Conduct*

2.13 UVU Policy 358 *Faculty Compensation*

2.14 UVU Policy 363 *Supplemental and Adjunct/Overload Pay Methods*

2.15 UVU Policy 632 *Academic Rank Advancement*

2.16 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.17 UVU Policy 637 *Faculty Tenure*

2.18 UVU Policy 642 *Salaried Faculty Overload*

### 3.0 DEFINITIONS

**3.1 Advertising:** Promoting a job opening to applicants through UVU's employment website and through media such as newspapers or websites, including those that target a field or discipline.

**3.2 Applicant:** An individual who has submitted a formal application for an open position.

**3.3 Candidate:** An individual who is selected from the applicant pool and invited to participate further in the search process.

**3.4 Distinguished individual:** A person who is nationally or internationally recognized in their field.

**3.5 Executive levels (employee):** A vice president, executive director on the President's staff or a vice president's staff, dean, associate vice president or assistant vice president, or others designated to this classification in accordance with UVU Policy 309 *Executive Employees: Recruitment, Compensation, Termination*.

**3.6 Faculty:** A full-time employee whose primary responsibilities include teaching, service, and/or scholarship to the academic institution. Faculty members hold various academic ranks, such as professor, associate professor, assistant professor, visiting professor, scholar, lecturer, clinical faculty, and/or in-residence.

**3.7 Finalist:** A candidate invited for final interview rounds that may result in an offer of employment.



**3.8 Hiring agent:** The person with the responsibility for hiring to fill an open position. Typically, this is the dean or their designee.

**3.9 Internal applicant:** A current UVU employee who has submitted a formal application for an open position and meets the requirements of the position.

**3.10 Job cluster:** Grouping of positions with similar responsibilities that require similar types of training, skills, knowledge, and expertise. Academic Affairs and People and Culture identify job clusters in collaboration with department leaders.

**3.11 Lecturer:** A full-time faculty member who is hired solely to teach, not on tenure track, and not required to fulfill scholarship or service requirements.

**3.12 Legal partner:** A person with whom the applicant has relationship in which both individuals are unmarried in the State of Utah, at least 18 years of age, and mentally competent to consent to the partnership. The individuals must not be related by blood in a manner that would prohibit lawful marriage. They must share a primary residence, have been in a mutually exclusive relationship for at least six months, and intend to continue this arrangement on an indefinite basis. Both individuals are jointly responsible for each other's welfare and share financial obligations.

**3.13 Posting:** An explanation of the duties, qualifications, and responsibilities for a vacant or new faculty position that is posted for the purpose of recruiting and hiring.

**3.14 Search advocate:** A trained, independent member of a search committee who helps ensure policy compliance in the hiring process.

**3.15 Search committee:** A group of individuals trained and tasked with reviewing job applications, conducting interviews, and making recommendations regarding the selection and hiring of candidates for employment at the University.

**3.16 Stakeholder:** A person with a vested interest or shared interest in the program, workforce, or employment deliverables for the open position.

**3.17 Tenure-track faculty:** A full-time, benefits-eligible faculty member who is hired into a tenured or tenure-track position.

**3.18 Vacancy:** Any open position.

**3.19 Waiver of advertising:** Approval to fill a position without advertising in accordance with this policy (see section 5.8).



## 4.0 POLICY

### 4.1 Scope of this Policy

**4.1.1** This policy applies to the recruitment and hiring of tenured and tenure-track faculty positions. This policy also applies to non-tenure track positions until Policy 653 Non-Tenure Track Faculty has been approved.

### 4.2 Policy Statement

**4.2.1** The University establishes and follows recruitment, selection, and hiring practices in accordance with federal and state employment laws.

**4.2.2** The University prohibits discrimination in all recruitment, selection, and hiring practices. Discrimination is generally defined as intentionally treating a person preferentially or detrimentally because of their race, religion, national origin, color, sex (gender), age, disability, marital status, veteran status, sexual orientation, pregnancy, or other legally protected class.

**4.2.3** The University is committed to hiring the most qualified individuals and actively encourages recruitment, selection, and hiring practices that promote a qualified and diverse workforce.

**4.2.4** People and Culture is responsible for the establishment of hiring guidelines. A hiring agent or employee participating in the process shall conduct all recruitment activities, including associated record keeping, in accordance with hiring guidelines People and Culture develop and maintain.

**4.2.5** Deans are the responsible hiring agent. They will collaborate with People and Culture and Academic Affairs to hire faculty into their colleges or schools.

**4.2.6** The dean is responsible for determining where the faculty line is most needed within the college or school.

**4.2.7** Deans are strongly encouraged to seek input from affected departments.

**4.2.8** Deans may set standards that require the use of checklists and forms for searches within their college or school.

### 4.3 Recruitment and Advertising

**4.3.1** Prior to recruiting for an open position, the dean must obtain approval from People and Culture in collaboration with Academic Affairs and Finance and Auxiliary Services.



**4.3.2** People and Culture shall advertise open positions pursuant to the applicable policy, procedures, and guidelines for the position classification. The hiring department shall pay advertising costs.

#### **4.4 Screening and Interviewing Process**

**4.4.1** To be considered for employment, an applicant must complete the university application and apply for a specific open position. All applicants will be given equal consideration based on their qualifications and ability to perform the job successfully.

**4.4.2** The search committee shall be comprised consistent with the policy and procedures guidelines for the position classification.

**4.4.3** All search committee members and the search committee chair must complete the required training prior to serving on a search committee.

**4.4.4** The search committee shall screen, interview, and recommend the most qualified applicants for hire based on the requirements for the position.

#### **4.5 Selection and Hiring**

**4.5.1** The dean, after careful consideration of the candidates and recommendations from the search committee and department chair, is responsible for the hiring decision.

**4.5.2** Prior to making an offer of employment to a candidate, the hiring agent must review and receive written approval from both Academic Affairs and People and Culture for the terms of the employment offer.

**4.5.3** All employment offers are contingent on satisfactory completion of background checks. Background checks will vary depending on the position and include criminal history, employment eligibility, identity verification, and any other relevant information for the open position.

**4.5.4** Once People and Culture receives satisfactory results from all required background checks, candidates will be given a final job offer.

**4.5.5** If a candidate fails to accept a contingent or final offer of employment within five calendar days, the University may rescind the offer.



## 5.0 PROCEDURES

### 5.1 Opening a Position

**5.1.1** When a vacancy in an existing faculty position occurs or a new faculty position is created at the University, the dean shall consult with the involved academic units and faculty about filling the position once a determination has been made. Additionally, the dean must confirm with the University Budget Office that they have the funds to cover salaries prior to forming a search committee.

**5.1.2** Unless approved in advance by the dean and Provost, tenure-track faculty positions granted or opened between January 1 and July 31 must be advertised as nonrenewable lectureships, and a regular national search shall take place during the subsequent academic year.

### 5.2 Forming the Search Committee

**5.2.1** The department chair or designee shall appoint a search committee chair (“chair”) from within the University, preferably within the department. The department and search committee chairs shall consult with stakeholders to recruit a minimum of four additional search committee members from among full-time university employees. Faculty members on search committees must be tenure-track or tenured. Exceptions must be approved by the dean. Search committees may use a trained search advocate.

### 5.3 Responsibilities of Search Committee Members

**5.3.1** Before serving on a search committee, all committee members must have completed the required search committee training within the time period People and Culture designates.

**5.3.2** All search committee members, including the chair, shall have voting rights on committee matters, with the exception of a search advocate. The search advocate may or may not have voting rights, at the discretion of the chair.

**5.3.3** All members of search committees must maintain confidentiality during the search process. Members of search committees must disclose any conflict of interest in the advancement or removal of any qualified candidate.

**5.3.4** All members of a search committee are responsible for ensuring adherence to all required training and UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*, UVU Policy 326 *Workplace Conduct*, and UVU Policy 635 *Faculty Rights and Professional Responsibilities*.



## 5.4 Recruiting Candidates

5.4.1 In accordance with federal and state law and UVU policies, an employee may engage with their professional networks and encourage qualified individuals to apply.

## 5.5 Conducting a Search

5.5.1 All search committees shall follow university policies, procedures, processes, and standards outlined by People and Culture and Academic Affairs, and their dean for recruiting, advertising the position, and evaluating, screening, and interviewing candidates.

5.5.2 With the appropriate dean's approval, a department may advertise for tenure-track positions whether assistant professor, associate professor, or full professor.

5.5.3 An open faculty position shall be advertised in no fewer than three appropriate professional journals, publications, or electronic media to attract a qualified and diverse applicant pool. All advertisements shall contain required employment statements approved by People and Culture.

5.5.4 An open position for tenure-track faculty must be advertised for 30–60 days. A search committee may extend the dates of a search beyond 60 days in cases in which the pool of candidates is not adequately diverse or qualified. When such delays occur, the committee must inform applicants of the delay.

5.5.5 A lecturer position may be converted to a tenure-track position with the approval of the dean and Academic Affairs. A new search for a tenure-track position may then be posted in accordance with this policy.

## 5.6 Screening and Interviewing

5.6.1 A committee shall evaluate and screen qualified candidates using approved processes established by the dean in consultation with People and Culture.

5.6.2 A committee must conduct first-round interviews. These interviews may be conducted virtually or in person, but the modality must be the same for all candidates.

5.6.3 Except in rare circumstances approved by the dean, the committee shall invite a minimum of three finalist candidates for face-to-face interviews.

5.6.4 Except in rare circumstances approved by the dean, all finalists shall be required to give a full teaching presentation to students in an official course or other comparable setting on campus that the dean determines.



## UTAH VALLEY UNIVERSITY Policies and Procedures

Page 8 of 13

**5.6.5** The dean determines which elements of the on-campus interview process are open to members of the university division and other members of the university community. Invited individuals must have a legitimate university interest in the interview.

**5.6.6** The dean must provide finalist candidates copies of university tenure and rank advancement policies and department tenure and rank advancement criteria.

**5.6.7** Finalist candidates are required to interview with the department chair and with the dean or designee.

**5.6.8** Upon the conclusion of the interview process, the committee shall present final candidate recommendations to the department chair. The department chair shall send their recommendation to the dean and include the committee's original recommendation. The dean shall review the qualifications of the finalist candidate and the recommendations of the search committee and department chair. The dean is responsible for the hiring decision, in consultation with Academic Affairs. Offers shall be extended in accordance with People and Culture practices and in collaboration with Academic Affairs.

**5.6.9** All hiring proposals from the dean must comply with applicable university policy and requirements set by People and Culture.

**5.6.10** If a candidate is being considered for years toward tenure or the granting of tenure at the same time they are being appointed to a tenure-line faculty position (hiring with tenure), the offer of employment should reference applicable university policies.

**5.6.11** Hiring with tenure must first be approved by the President, in consultation with the UVU Board of Trustees.

**5.6.12** If a tenure-track faculty candidate requires work authorization, their department shall consult with Academic Affairs, which will work with the Office of General Counsel or their designee to assess the candidate's eligibility to obtain work authorization. Before beginning work at UVU, all applicants are required to have authorization to work in the United States. Except in rare circumstances and with the approval of the Provost, the University does not extend sponsorship (a green card) to candidates.

**5.6.13** In accordance with university policies and procedures, salaries are determined by Academic Affairs, in consultation with People and Culture, and by the dean who may consult with the department chair. The finalist shall be offered fair market value appropriate to the candidate's qualifications. Any additional salary must be approved by Academic Affairs.

**5.6.14** If no candidate is found to be qualified based on the search committee's prior established criteria and the job description's qualifications, the hiring agent, in collaboration with the search





committee, shall fail the search, and a new search shall be conducted. Departments may fill the position temporarily with an appropriately advertised one-year lectureship.

## 5.7 Waiver of Posting

**5.7.1** In rare circumstances, justification may exist for a faculty appointment without a search. The Vice President of People and Culture or their designee is responsible for monitoring compliance with the procedural requirements.

**5.7.2** A waiver of posting must be approved prior to making any formal or informal offers of employment to potential candidates. A waiver of posting may be appropriate in cases where the University has the opportunity to do the following:

**5.7.2.1** Hire an accompanying spouse or legal partner to assist the University in recruiting a candidate of a pre-existing search or retaining an existing tenure-track or tenured faculty member

**5.7.2.2** Attract a distinguished individual whose qualifications are consistent with the University mission

**5.7.2.3** Hire a faculty member on a temporary, non-tenure track appointment as a visiting assistant, associate, or full professor; visiting artist; or visiting scholar

**5.7.2.4** Recruit from a well-qualified pool established within the previous 12 months when a vacancy exists for the same or substantially similar position in the same department or program

**5.7.3** When requesting a waiver of posting, the sponsoring dean must show there is an open, funded position available for the position, as well as a programmatic need. The dean shall evaluate the possible position and appointment following usual university planning procedures.

## 5.8 Procedures for Waiver of Advertisement

**5.8.1** Deans must justify any exemption from the open recruiting process by submitting a *Waiver of Advertisement* through the approved digital system.

**5.8.2** The department chair must notify and solicit input from the faculty and RTP committee regarding the qualifications of the proposed candidate and the needs of the department. In extenuating circumstances, appointments by waiver of advertisement may be time sensitive and the chair, in consultation with the dean, may limit faculty consultation to three business days.

**5.8.3** Following consultation with department faculty and the RTP committee, the dean and the department chair shall meet with the Provost or their designee and the Vice President of People and Culture or their designee to

1) discuss the concerns of the sponsoring department's faculty;



- 2) discuss the nature, merit, costs, and timing of the position and appointment; and
- 3) review requirements for approval of the waiver.

**5.8.4** Based on the results of the discussions with the Provost and Vice President of People and Culture or their designees, the sponsoring department chair and/or dean must submit a *Waiver of Advertisement*. The request must include a job description, an explanation of the programmatic or division needs that justify the waiver, and a written primary or secondary departmental statement agreeing to make the appointment.

**5.8.5** After receiving written approval from the dean or vice president and the primary and/or secondary department head or director, the dean shall submit the appropriate documentation to People and Culture. The Vice President of People and Culture or their designee shall make a recommendation to the Provost. The Provost or their designee makes the final decision for granting the waiver.

**5.8.6** Once the waiver is granted, the department or office agreeing to the appointment shall initiate an evaluation process, including a review of a CV and references, and conduct an interview, including teaching demonstration, with the potential appointee. The candidate's qualifications shall be evaluated against qualifications of recent hires for purposes of assigning tenure and rank and assessing their potential contributions. The candidate shall demonstrate during the review process that they meet the departmental needs. The department chair and RTP committee shall review the candidate's qualifications and performance and send a recommendation, including the proposed rank, to the dean of the affected department before requesting final hiring approval.

**5.8.7** After this thorough evaluation, the primary and/or secondary department shall submit the final paperwork (including the *Personnel Action Form*) for approval by departmental administrators (e.g., dean, department chair), the Provost or their designee, and the Vice President of People and Culture or their designee.

**5.8.8** Employees hired under this policy are subject to all appropriate institutional retention policies and have the same rights as competitively hired employees.

## **5.9 Spousal or Legal Partner Hires**

**5.9.1** Departments and divisions are not obligated to consider a proposed spousal or legal partner hire.

**5.9.2** If a faculty candidate requests a spousal or legal partner hire during negotiations, the dean of the school or college may reach out to other academic deans and departments (the secondary departments) to determine whether there is a vacancy that the spousal or legal partner hire would be qualified for. The legal partner must meet the minimum job qualifications of the vacant



position. This includes any funded, full-time vacant position, whether staff, tenure track, or non-tenure track.

**5.9.3** If there is a vacancy, the dean of the school/college must contact the secondary departments or divisions to see if they support a spousal or legal partner hire. The Vice President of People and Culture or designee, in collaboration with Academic Affairs, may help the primary department locate available positions in secondary departments and divisions.

**5.9.4** After discussion with all primary and secondary departments affected, the hiring agent must first seek and obtain approval for the spousal or legal partner hire from the Vice President of People and Culture or designee, the deans of the primary and secondary departments, the chairs of the primary and secondary departments, and the Provost or designee.

**5.9.5** After obtaining approval for a spousal or legal partner hire, the dean of the school or college must request a waiver of posting exemption by submitting a waiver in accordance with section 5.8.4.

## **5.10 Distinguished Individual**

**5.10.1** A faculty appointment of a distinguished individual may be made upon the recommendation of a dean, in collaboration with the appropriate department faculty, and upon approval of (1) the Vice President of People and Culture or designee, (2) the appropriate department chair, and (3) the Provost. The length of appointment and rank is negotiable up to three years.

## **5.11 Existing Candidate Pool From Previous Search**

**5.11.1** In circumstances where a well-qualified applicant pool was established within the previous 12 months and a vacancy exists for the same or substantially similar position in the same department or program, the requirement for a new posting may be waived and a search may be conducted by reviewing applicants within that existing applicant pool using the approved and established screening procedures.

## **5.12 Failing a Search**

**5.12.1** A dean may fail a search in cases where (a) search committee member(s) or department member(s) has engaged in improper or unethical behavior(s) that violate federal or state laws, or university policy that affects the outcome of the search.

## **5.13 Initial Assignment for Tenure-Track Faculty Members**

**5.13.1** There are three ranks available to faculty members on tenure track: assistant professor, associate professor, and professor.



**5.13.2** Newly hired tenure-track faculty shall be assigned an appropriate rank according to the department rank guidelines. Credit for previous academic experience, professional experience, and professional training may be considered to determine the appropriate rank. Academic Affairs must approve the rank determination of associate professor or professor before it can be offered to a candidate.

**5.13.3** Additionally, years toward tenure may only be granted to faculty who were on tenure-track or tenured at an accredited university, and Academic Affairs must approve years toward tenure before it can be offered to a candidate.

#### **5.14 Minimum Qualifications for Initial Appointment for Tenure-Track Faculty Members**

**5.14.1 Assistant professor:** An earned appropriate degree, as determined by the department RTP committee, based on the approved terminal degree list held by Academic Affairs.

**5.14.2 Associate professor:** An earned appropriate degree as determined by the department RTP committee and either (1) successful attainment of tenure at a regionally accredited college or university or (2) tenure granted at the time of hire to UVU in accordance with Policy 637 *Faculty Tenure*.

**5.14.3 Professor:** An earned appropriate degree as determined by the department RTP committee and either (1) successful attainment of rank of full professor at a regionally accredited college or university or (2) rank of full professor granted at the time of hire to UVU in accordance with Policy 632 *Academic Rank Advancement*.

#### **5.15 Onboarding New Hires**

**5.15.1** All new hires must successfully complete all university-required background checks and new hire paperwork prior to their first day of work.

**5.15.2** Newly hired tenure-track faculty may only begin work at the start of the fall semester, except under extenuating circumstances and with approval from Academic Affairs.

**5.15.3** Upon the candidate's acceptance of the official offer of employment, departments and schools or colleges shall reach out to new faculty to begin orienting them to the department and school or college. This includes sending all new hires a copy of the department's most recently approved tenure criteria.

**5.15.4** Schools or colleges working with department chairs must ensure new faculty members have an appropriate workspace, keys, a computer, access to department support, and their teaching schedules at least six weeks before the start of classes, except under extenuating circumstances as determined by the department chair.



**5.15.5** In accordance with UVU Policy 637 *Faculty Tenure*, the department chair and the RTP committee chair shall ensure new faculty are oriented to the university tenure policy and department tenure criteria within the first month of hire.

**5.15.6** Except under extenuating circumstances, new faculty are required to attend new faculty orientation and faculty convocation. Departments shall make every attempt to facilitate faculty attendance at Academic Affairs new faculty onboarding activities during their first year. Departments and schools or colleges may have additional meetings required for first-year faculty.

POLICY HISTORY		
<b>Date of Last Formal Review:</b> June 18, 2025		
<b>Due Date of Next Review:</b> June 18, 2030		
Date of Last Action	Action Taken	Authorizing Entity
June 25, 2002	Approved for Policy Manual.	UVU Board of Trustees
June 18, 2025	Revised policy approved through regular policy process.	UVU Board of Trustees

\*More information on the formal review can be found in Policy 101 section 4.7.3.