



## UNITED ARAB EMIRATES UNIVERSITY

Section: HR-FAC  
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Responsible Office: Human Resources

### **Faculty Recruitment Procedure**

#### **Major Procedural Changes in This Release**

The major responsibility for faculty recruiting has been moved to the colleges. The Human Resources Department will provide logistical support and ensure policy compliance. The Office of the Academic Affairs will monitor the college recruitment process. The Associate Provost for Academic Affairs will review all finalist candidates with the deans prior to the college interviews.

#### **Procedure**

- Position request completed identifying description, position number, funding source (cost center) and rationale and forwarded to the Associate Provost.
- Associate Provost reviews requests and submits approvals back to the college.
- The colleges prepare details of advertisement and recommended media sites and forward to Human Resources.
- Human Resources places advertisements.
- Applications are forwarded to the college.
- The dean, department chair(s) and designated faculty screen applicants down to a short list.

- Dean approves a short list of candidates nominated for interview and forwards to the Associate Provost for approval.
- Academic Affairs schedules interviews.
- The college dean, department chair and designated faculty conduct interviews.
- The dean nominates candidate(s) and forwards offer package to Human Resources for compliance with University policies.
- Associate Provost approves offer.
- Dean forwards letter of offer and draft contract to approved candidates.
- Colleges forward the letter of acceptance to Human Resources for preparation of new faculty arrival and orientation.