Faculty Recruiting Guidelines

- All faculty job openings must be advertised through OMNI HR for a minimum of seven days.
- The Faculty Job Posting Checklist – covers required and optional elements for a job opening.
  - Exemptions to the advertisement process are:
    - Appointments at 0.50 FTE or less
    - Visiting appointments held for no more than three years, in one-year increments
    - Research appointments for individuals whose names were written into a grant
    - McKnight Fellow recipients or Provost’s or Dean’s Minority Faculty Recruitment Program designees approved through the Office of the Provost and Executive Vice President for Academic Affairs
    - Waivers of Advertisement for faculty positions approved by the Associate Vice President for Human Resources
- Refer to Appointment Checklists for an outline of the search, selection, and appointment process steps.
  - Salaried Faculty Appointment Checklist
  - OPS Faculty Appointment Checklist
- All faculty job offers, including OPS faculty, must be submitted through OMNI HR.
  - Advertised Faculty positions – via OMNI eRecruit job opening processes
  - OPS Faculty positions – via Faculty OPS Express process
  - Faculty positions exempt from advertisement – via Positions Exempt from Advertisement process
- All candidates (new hires, rehires, and current employees) are required to complete the Smart Onboarding process.
  - More information on the Smart Onboarding process can be found here.
- It is highly recommended that a department utilize OMNI HR from the beginning to the end of the search; however, if a department is not directing job seekers to apply via OMNI then the following additional steps must be taken:
  - Generate an advertisement specific EEO data solicitation link. The link will prompt login with myFSU credentials and completion of an electronic form that, once submitted, will generate an email template to send to all applicants.
  - Maintain evidence of this outreach.
  - Maintain an Applicant Flow Log, and once finalized, upload this document to the Activities & Attachments tab of the OMNI Job Opening.
  - Maintain all CVs and any other materials received in response to the vacancy. Note: These materials should be date stamped as proof that materials were received before the advertised application deadline.
  - Maintain a list of the recruitment sources utilized for the announcement (journal, chronicles, magazines, etc.).
  - Maintain all documentation related to the hiring decision. This includes all advertisements, postings, lists of nominators and nominees, candidate dossiers, rating sheets, long and short lists, and interview notes. All notes become part of the official record (except for personal notes that were never shared with anyone else).
    - Search committee records must be kept for four years following the date of hire. If a foreign national is hired, records must be kept for five years.
    - Reference Recordkeeping Guidelines for more details.

Important Reminders

- All applicants for faculty positions are required to submit a Curriculum Vita (CV) with the OMNI application.
- All faculty positions require official transcripts from the candidate's institution.
  - Reference Confirming a Top Candidate’s Qualifications.
- Criminal History Background Checks (if required) must be completed and successful completion notification received from the Office of Human Resources prior to the start of employment.
  - Reference Policy 4-OP-C-7-B11, Criminal History Background Checks.
- External advertisements should direct applicants to the corresponding OMNI job opening to apply.
  - Reference External Advertising Guidelines.
Visiting Faculty appointments can be extended annually, up to three years. After the third year, the position must be advertised through OMNI unless an approved Waiver of Advertisement is obtained.

- Hiring departments should work directly with the Center for Global Engagement if sponsoring a foreign national’s application for a visa.
  - Reference International Faculty Search Process.
- Hiring departments are required to keep all documentation of the selection process on file for four years following the date of hire (five years if hiring a foreign national). Reference Policy 4-OP-F-3, Records Management.