

# University of Massachusetts Medical School Procedures for Faculty Recruitment

## PREAMBLE

As a leading academic health sciences center, University of Massachusetts Worcester (UMW) (also referred to as University of Massachusetts Medical School – UMMS) is proactive in its pursuit of the best talent and committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in its employment decisions.

To fulfill that policy, the UMW is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the University of Massachusetts to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

## A. DEFINITIONS

1. **Competitive Search:** Process designed to attract the broadest, diverse, and strongest possible pool of applicants.
2. **Search Exemption:** Under certain circumstances a competitive search process is not required for a position to be filled. Search exemptions are of two categories. Automatic exception or Search Waiver request.
3. **Search Waiver:** Process for requesting authorization for a non-competitive search process, granted upon review of a detailed written justification.
4. **Expedited search:** Process by which the posting time period of a search may be shortened to a minimum of three months. All other standard procedures present in a competitive search must be adhered to in an expedited search.

## B. FORMS

- [Administrative Decision for Faculty Hires Request Form](#)
- [Authorization for Faculty Search](#)
- [Faculty Position Report](#)

## C. SEARCH PROCESS GUIDELINES AND PROCEDURES

**A competitive search process is required to fill all faculty positions**, except in the circumstances listed below. Positions should be posted on Academic Jobs Online before initiating the interview process. In a competitive search process, the position remains open until a candidate has accepted the offer and the advertising states that the position is “open until filled.”

**Search Exemptions: automatic exceptions to a competitive search process** are permitted in the circumstances listed below. A waiver is not required.

- Visiting Faculty Positions: Assistant, Associate Professors, Professors
- Other Visiting Academic Positions: Lectures, Instructors, Adjuncts, Post Docs
- Internal department promotions within a faculty career path
- Academic Hourly
- Temporary non-renewable appointment of up to one year
- Appointment to a faculty rank and title, regardless of the length of term without compensation of a similar position (e.g. honorific titles)
- Part-time appointments up to 50%
- An acting or interim appointment made in exigency—typically for one year (acting or interim appointments may not be changed to a permanent appointment without a search).

**Search Exemption: possible exceptions to a competitive search process** may be permitted in the circumstances listed below. A waiver must be requested with written justification.

- Acquisitions – Situations where a UMW department or business unit acquires or hires individuals from another organization (e.g. New England Newborn Screening Program, UMass Biologics, Worcester Foundation).
- Negotiated Hires in Faculty Recruitment/Retention Package (including spouse/partner or laboratory personnel) – In circumstances where it is necessary to recruit a successful candidate of a pre-existing search, or to retain a faculty member. The position(s) must be clearly delineated in the offer letter to include names and titles of individuals that will be hired and begin employment within a designated time period. The rationale for the exemption and programmatic needs justifying the employment of the faculty, staff or accompanying spouse/partner appointment must be provided.
- Opportunity Hires to Increase Diversity – Opportunity hires are intended to support the mission of UMW and the strategic goals of increasing diversity of faculty. Such appointments of underrepresented minority faculty made without a national search are intended to be rare and must be based on compelling evidence that the hire will advance diversity. The rationale for the hire must be outlined in the search waiver justification.
- Internal Promotion with Expanded Responsibilities – In cases where a new position is created to address the needs of the institution and there is a natural trajectory of an existing position, an appointment can be made without the standard search process. In such cases, the created position must not have existed before. The previous position of the candidate cannot be posted or filled by another individual for one year. Appointments can be made to existing administrative leadership positions (such as Vice Provost or Associate Dean) without the standard search process if the position is  $\leq 50\%$  effort assignment. All administrative leadership positions with  $> 50\%$  effort assignment would require a competitive search.
- Non-tenure track Research Faculty bringing grant-funded salary support: In cases where the individual hired serves as the principal or co-principal investigator of an approved research grant(s) that specifically designates salary support through extramural funding, an appointment can be made without the standard search process. In such cases, the professionally-salaried position is deemed temporary and therefore not a ‘faculty line’ position open for recruitment. Written justification must include an explanation of funding sources.

Process for Obtaining Authorization for a Search Waiver:

- Administrative Decision for Faculty Hires Request Form with written justification for the search waiver request and the Faculty Position Report are completed and forwarded for approval by Diversity and Equal Opportunity and Central Administration.
- Department may begin hiring process upon receipt of signed Faculty Position Report.
- All records of the hiring process must be documented and retained by the Diversity and Equal Opportunity Office (DEOO).

**Expedited search process** may be permitted in certain circumstances listed below. In an expedited search, the process is where the posting period can be limited (minimum 3 months required) and the entire process is accelerated. An expedited search must be requested with written justification.

- Internal department transfer:
  - postdoc entering a faculty career path (i.e. to Instructor or Assistant Professor)
  - non-tenure track to tenure track
- Unquestioned preeminence in the field that would make a longer search process inefficient
- Other extraordinary circumstances and upon a written finding of a compelling necessity.

Process for an Expedited Search:

- Administrative Decision for Faculty Hires Request Form with written justification for the expedited search request and the Authorization for Faculty Search form must be approved by the Provost and DEOO. An expedited search restricted to internal candidates only must also be approved through written justification.
- All of the standard search procedures must be adhered to in an expedited search with the following exception: posting time period (minimum 3 months required).
- An offer can be made no sooner than three months from the initial posting.
- All records of the hiring process must be documented and retained by Human Resources, similar to a competitive search process.

#### **D. ADVERTISING CONTENT REQUIREMENTS**

UMW is committed to building a representative academic community. An important step in the process for recruiting a diverse and talented applicant pool is to ensure that any posting or advertising for positions are outlined in a way that is indicative of a fair, open and transparent search process. To that end, the following guidelines for creating advertisement content have been developed in accordance with equal opportunity laws and UMW Affirmative Action Plan.

**An advertisement for an open position must ensure the following:**

1. **Demonstrates cultural sensitivity through use of the following:**
  - a. Gender-neutral language
  - b. Mandatory Equal Employment Opportunity/Affirmative Action statement:  
*As an equal opportunity and affirmative action employer, UMW recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.*
2. **Includes an explanation of the position duties including *required* and *preferred* qualifications.** The format for listing required and preferred qualifications may be in

specific sections labeled “Required Qualifications” and “Preferred Qualifications” or required and preferred qualifications can be embedded in the narrative.

- a. Some examples of key words that indicate *required qualifications* are:
    - *the candidate must have...*
    - *the candidate is expected to have...*
    - *basic qualifications include...*
  - b. Some examples of key words that indicate *preferred qualifications* are:
    - *the ideal candidate would have...*
    - *preference will be given to...*
    - *a successful candidate will have...*
3. **Designates a guaranteed consideration timeframe by including the following:**
- a. “Review of applications will begin on <date> and continue until <date> or until the position is filled.”
  - b. Name, title, email and/or phone number of a contact.

## **E. POSTING AND ADVERTISING REQUIREMENTS**

Expanding outreach and recruitment efforts will assist UMW in making good faith efforts to recruit, employ and promote qualified minorities, women, individuals with disabilities, and veterans as stated in our Equal Opportunity Policy and Affirmative Action Plan. An effective search process generates the broadest and strongest possible candidate pool by advertising positions to reach the widest audience.

1. Positions must be posted on using Academic Jobs Online, the applicant tracking system for faculty positions.
2. Advertising the position in one major journal and two or more sites or approaches that will result in a diverse applicant pool is encouraged.
3. Please refer to the Human Resources internet for directions on the process for posting on Academic Jobs Online and additional recruitment resources.

## **F. GOVERNANCE AND ADMINISTRATION OF FACULTY RECRUITMENT**

The faculty recruitment and hiring processes shall be overseen by the Provost in collaboration with the Vice Provost for Faculty Affairs, Vice Chancellor for Human Resources, Diversity and Inclusion, and Vice Chancellor for Administration and Finance.

The DEOO shall oversee the training and recertification of all individuals serving on a search committee as well as those who formally provide an evaluation of a candidate. Individuals must complete the training prior to serving on a search committee or conducting an interview. After five years or if significant changes occur in UMW affirmative action policies during the five year period, individuals are required to be recertified.