

Faculty Recruitment and Hiring - Policy & Procedures

1.0 Purpose

- 1.1 This policy outlines standardized procedures for the recruitment, evaluation, and hiring of full-time academic faculty. It ensures that the process maintains the institution's commitment to academic excellence, transparency, equal opportunity, and compliance with accreditation standards and applicable nondiscrimination laws.

2.0 Scope

- 2.1 This policy applies to all stakeholders involved in the faculty recruitment, selection, and hiring process across all colleges. Stakeholders include Heads of Departments, College Deans, Vice President of Academic Affairs (VPAA), Vice President of Administration and Finance (VPAF), Search Committee members and Chairs, Human Resources (HR) personnel, and the President.

3.0 Definitions

- 3.1 Search Committee - a group of faculty members and academic administrators tasked with reviewing, interviewing, and recommending candidates for faculty positions.
- 3.2 Chair of the Search Committee - the designated leader of the search committee responsible for coordinating the committee's work and serving as the primary liaison with the Head of Department (HOD), Dean, and HR.
- 3.3 Diversity - differences in race, ethnicity, gender, disability, age, religion, and other characteristics protected by law.
- 3.4 Conflict of interest - a situation in which a committee member has a personal or professional interest that could compromise fairness.

4.0 Policy

- 4.1 The university is committed to recruiting and appointing highly qualified faculty based on the individual's knowledge, skills, experience, and credentials that align with the academic mission and goals of AUIB. The recruitment process shall be conducted transparently and actively promote diversity, equity, and inclusion in compliance with accreditation standards and legal requirements. In support of a global learning environment, the university strives to employ international faculty to enrich the educational experience of its students.
- 4.2 AUIB is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by applicable law.

5.0 Procedures

Recruiting

- 5.1 During the fall semester (September) and in anticipation of the academic offerings for the upcoming academic year, each college shall assess its faculty needs based on strategic priorities, program expansion, accreditation requirements, student enrollment projections, faculty workload data, and availability of funding. This assessment should justify whether the vacancy is for a new position or a replacement and should include a rationale that aligns with institutional priorities. Internal college processes should be left to the college's discretion if they do not violate university principles or policies.
- 5.2 The Dean of the College, or a representative of the college, will submit the faculty hiring request to HR. This request must include a formal justification of the position, a draft job advertisement, an up-to-date college organizational chart, position qualifications and required credentials, job description outlining teaching, research and service expectations, proposed timeline (advertisement date, suggested advertising venue, expected search completion, and start date), and supporting documents relevant to the approval process.
- 5.3 HR shall log and track all faculty hiring requests. HR will verify the completeness of documentation and coordinate the review and approval process with the VPAA, VPAF, and the President.
- 5.4 Colleges do not directly post job advertisements; rather, they offer recommendations to the HR Office on suitable platforms and venues to draw in qualified applicants. Colleges and departments can also distribute the approved advertisement through their professional networks and contacts to effectively spread the job posting and improve outreach to potential candidates.

Search Committee Formation

- 5.5 The department chair, consulting with the college Dean, or Dean in the absence of a department chair, composes a search committee of a minimum of three (3) faculty members. At least one member of the committee should be from outside the college.
- 5.5.1 Members are chosen based on their expertise in the field relevant to the position, previous experience of hiring committees, their capacity to contribute to a fair hiring process, and to ensure diverse representation on the committee.
- 5.5.2 Faculty should be consulted and give their consent before being appointed to a search committee.
- 5.5.3 The department chair or the college Dean will appoint a search committee chair.
- 5.5.4 Membership of the Screening Committee should rotate regularly to ensure fairness and diverse perspectives.
- 5.5.5 All search committee members shall undergo annual training on equitable hiring practices, including unconscious bias and anti-discrimination obligations.



5.5.6 Prior to committee work, each member shall disclose any potential conflicts of interest and confirm their understanding of confidentiality requirements.

Applicant Shortlisting

5.6 Search committee members shall review applications on a rolling basis and prepare a list of qualified applicants to be interviewed. Interviews may begin immediately upon receipt of qualified applications, with the search concluding by the job's posting closing date, typically 60 days from the posting date, but with the option of extending it if needed. HR shall coordinate the scheduling of interviews with the selected candidates in collaboration with the search committee, offering support throughout the process while making sure that the schedule is not determined unilaterally. All application materials, including curricula vitae and supporting documents, must be securely stored in accordance with university data protection protocols and accessible only to authorized personnel involved in the search process.

5.6.1 Interview scheduling shall take into account committee availability, time zone differences (for international applicants), and institutional timelines for hire.

5.6.2 Applicants must provide a current CV, relevant academic and professional documentation, and passport details during the shortlisting process to assist in the verification arrangements needed for potential hiring.

5.6.3 Faculty members shall not serve on a search committee for any applicant with whom they have a prior or existing personal, familial, or financial relationship. All search committee members must disclose any potential conflicts of interest at the outset of the process. Failure to disclose such relationships may result in the disqualification of the applicant and sanctions for the committee involved.

Interview Process

5.7 The interview process shall be conducted in a structured and equitable manner using standardized evaluation criteria. The interview process consists of one (1) optional informal interview, one (1) required formal interview, with the possibility of a second formal interview for further assessment. Interviews can take place either in person or through online video conferencing. Formal interviews are recorded for documentation and review purposes, with the candidate's prior consent. All recordings are to be securely stored by the HR Office, with access limited to authorized personnel engaged in the hiring process.

5.7.1 Initial Conversation with the Dean (optional) - The Dean may hold a preliminary, informal discussion with the candidate to clarify expectations regarding the role, discuss institutional context, and identify any potential logistical or contractual barriers to appointment. This conversation does not replace the formal interview process and must not involve evaluative scoring.

5.7.2 First Formal Committee Interview (required) - The first formal interview shall be conducted by the search committee using a standardized set of core questions approved in advance. These questions are designed to assess the candidate's qualifications, teaching philosophy, research background,



alignment with institutional mission, and potential contributions. All candidates shall be asked the same core questions to ensure fairness and comparability, and the time allocated for interviews should remain uniform for all candidates.

5.7.3 Second Formal Committee Interview (optional)- If further assessment is needed, candidates who pass the committee interview are invited to present a teaching demonstration and/ or research presentation, followed by a question- and- answer session with the committee. This session must be evaluated using a consistent rubric shared with the committee in advance.

5.8 During the interview process, the following guidelines should be observed:

- Members who agree to serve on the committee must ensure their availability is reflected in their calendars to aid HR in scheduling interviews.
- The committee should reserve specific times for interviews with shortlisted candidates.
- Following the standardized questions, the committee may ask follow-up questions related to the candidates' specific experiences, research accomplishments, and other relevant qualifications. The follow-up questions should not give an unfair advantage to any candidate in the applicant pool for consideration.

Post-Interview Process

5.9 The Chair of the Search Committee shall compile an interview report that includes individual and collective evaluation notes, scoring rubrics (if used), and justification for recommendations. This report shall be submitted to the HOD or Dean of the College within three (3) working days following the conclusion of the interview period.

5.10 The Dean of the College or Department Chair will then send the final recommendation to the Office of VPAA and HR in a timely manner. This recommendation must include the interview report, the ranked list of recommended candidates, and any relevant observations from committee members.

5.10.1 The search committee chair must also provide HR with a list of all candidates who were not shortlisted for interviews, to ensure appropriate closure of the recruitment process.

5.10.2 HR must also receive feedback on all interviewed candidates who were not selected, so they may be informed respectfully and in a timely manner. This supports transparent and professional communication with all applicants.

5.11 To respect the confidentiality of all parties involved, all those involved in the hiring process shall abstain from discussing matters with anyone outside the search process and consider all search process matters as confidential. All applicant data and related documents must be securely stored and accessible only to authorized personnel. Breaches of confidentiality may result in disciplinary action and institutional sanctions.



6.0 Approval Stage

6.1 The VPAA reviews the recommendations and forwards the top-ranked candidate's information, along with all relevant justifications, to the President for final consideration. All hiring recommendations must be based exclusively on job-related qualifications, the criteria outlined in the position advertisement, and the documented outcomes of the interview process.

7.0 Offer Stage

7.1 Upon receiving final approval, HR drafts the formal offer letter. This letter includes the academic rank, salary, start date, and detailed responsibilities related to teaching, research, and service, as previously outlined by the Dean and the VPAA. All offers of employment are contingent upon successful completion of reference checks, credential verification, and any other background checks.

7.2 HR sends the offer letter to the candidate, copying the dean on all communications.

7.2.1 HR manages the candidate correspondence and finalizes the hire once the candidate accepts the offer.

7.2.2 The candidate should direct all queries that relate to salaries, allowances, and benefits to the Director of HR.

7.3 The selected candidate is given 5 working days to sign and return the employment letter unless extended by agreement in writing.

7.4 Once the applicant communicates the signed job offer letter back to HR, HR will notify all other shortlisted candidates within two (2) weeks that their application was unsuccessful, with the dean copied.

7.4.1 HR shall document and archive all candidate communications and hiring records in compliance with institutional data retention and audit policies.

7.5 Once the candidate signs the offer letter, HR begins planning for arrival in line with the university's Onboarding Policy, including coordination of relocation, visa support (if applicable), and access to university systems and facilities.

Related Policies and Documents

Faculty Appointment Policy

Recruiting and Hiring Policy

Onboarding Policy

Faculty Promotion Policy

Faculty Performance Evaluation Policy

Equal Opportunity and Non-Discrimination Policy

Conflict of Interest Policy