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## 4 RECRUITMENT AND APPOINTMENT OF FACULTY

### 4.1 SEARCH PROCESS FOR FULL-TIME FACULTY

(Paragraphs 3 and 4, excerpted from section I.A of [Board of Regents Policies and Procedures II-1.00](#) - University System Policy on Appointment, Rank, and Tenure of Faculty; Approved by the Board of Regents April 5, 1989; Amended November 12, 1993; Amended October 6, 1995; Amended April 4, 1997; Amended July 11, 1997; Amended July 10, 1998; Amended December 4, 1998; Amended April 7, 2000; Amended October 27, 2000; Amended December 8, 2000; Technical Amendment September 2002; Amended February 21, 2003; Amended October 22, 2004; Amended June 22, 2005; Amended June 20, 2008)

3. Search procedures shall reflect the commitment of the Institution and the System to equal opportunity and affirmative action, and shall be widely publicized within the institution.
4. Faculty review committees are a part of the review and recommendation process for new full-time faculty appointments. In principle, the procedures which lead to faculty appointments should hold to standards at least as rigorous as those that pertain to promotions to the same academic ranks.

### 4.2 UMBC PROCEDURES FOR APPROVED FACULTY SEARCHES

(Adapted from UMBC Appointment, Rank and Tenure Policy, UMBC Policy on Verification of Degrees, and UMBC policies relating to international faculty; terminology updated October, 2011)

The following steps should be followed in conducting faculty searches:

1. Authorization for conducting the search must be obtained from the Provost prior to initiating the search. Requests for such authorization will be submitted through the appropriate Dean.
2. Specifications of, and qualifications for, the position should be developed by the originating academic unit (department or program).
3. All copies of the Personnel Requisition (PR) form should be completed by the originating academic unit, providing only that information requested on the top portion of the PR. The PR will be submitted to the appropriate Dean together with: UMBC's Equal Opportunity Preliminary Recruitment and Selection Report and a copy of the proposed advertisement(s) and letters of solicitation.
4. The search must be approved by the Department of Human Resources (DHR). Each advertisement, letter, or announcement must carry the line, "UMBC is an Affirmative Action/Equal Opportunity Employer." After reviewing the PR and attachments forwarded from the Dean's office, DHR advises the hiring department whether its proposed recruiting effort satisfies Affirmative Action requirements, that advertising may be placed by the chair or program director of the academic unit, and that other forms of announcements or solicitations may be circulated.
5. DHR will return the PR to the hiring department. A letter will be attached to the

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- returned requisition, reminding the department of UMBC's EEO/Affirmative Action Program. This letter also advises the department that they are required to submit to DHR the names and mailing addresses on labels of each applicant in order that a copy of the UMBC voluntary Affirmative Action Survey Card can be sent. This should be done prior to interviewing candidates or on the closing date.
6. If, when the list of candidates to be interviewed has been compiled, neither a minority group member nor a female is under consideration, DHR/R should be notified. That office may then recommend to the Provost that the search be expanded.
  7. Candidates are invited to the campus for interviews with the Dean and Provost (or their designees), meetings with faculty in the academic unit, and the presentation of a departmental seminar on their current research/scholarly/creative activities.
  8. Following visits of the candidates, the academic unit selects the candidate to be offered the position. The department chair or program director conveys the academic unit's recommendation to the appropriate Dean; he or she discusses with the Dean the nature of the offer (salary, start-up, moving expenses, etc.) and obtains approval to make an informal offer. The Chair should obtain a curriculum vitae from the candidate, together with a signed statement certifying that it is accurate and complete.
  9. If the selected candidate is not eligible to work in the United States because of non-immigrant status and not being a permanent resident, the academic unit should contact the Office of International Education Services in order to ensure conformity with the Department of Homeland Security–United States Citizenship and Immigration Service.
  10. The academic unit completes the PR, giving the names and race codes (RC) of all candidates interviewed and indicating the candidate to whom the academic unit wishes to make an offer. The Chair prepares a recommendation to the Dean containing details of the offer (e.g., salary, start-up funding, space allocation, moving expenses, etc.). The Chair also prepares a letter of justification to the Associate Vice President of DHR explaining why the candidate is recommended for selection. Letters of recommendation, the letter of justification, and a copy of the selected candidate's certified vita must be attached. If the selected candidate is not eligible to work in the United States, the candidate's visa and labor certification status also needs to be addressed.
  11. All copies of the PR are sent to the appropriate Dean for approval along with all attachments. The Dean's recommendation, together with the preceding materials, is sent to DHR for approval. A copy of the Chair's recommendation to the Dean is sent to the candidate.
  12. DHR will review all documents and contact the department if there are any questions regarding the selection or the justification letter. DHR/R may request additional documentation. Note: The selected candidate must meet the minimum requirements as advertised.

13. DHR's Director of Human Resources will sign the PR and send an approval letter along with all documents to the Provost.
14. The Provost writes the formal letter of appointment to the candidate, with a deadline for response, specifying rank, salary, term of the initial appointment, and other appropriate dates depending on rank and tenure status. The letter should also specify such other commitments as have been agreed upon by the Dean and the Provost. The letter will also contain an explicit request that an official transcript or official certification of highest degree is needed. Copies of the Provost's letter are sent to the Dean, the department chair or program director, the Director of Human Resources/Relations, and, if applicable, the Director of International Education Services.
15. Approval of a PR applies only to the candidate selected. If the offer is refused, a new PR must be executed and signed by all persons whose signatures are required, along with all attachments, and the procedure reverts to Step 8.

If the above conditions have not been met, the Dean or DHR may recommend to the Provost that appointment be withheld. Such recommendation shall be reinforced by documentation to illustrate that the search is not in compliance.

#### 4.3 UMBC NON-DISCRIMINATION POLICY STATEMENT

Policy effective December 31, 2014; Amended August 24, 2015.

The University of Maryland, Baltimore County ("University" or "UMBC") values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, the University does not discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an UMBC community member's race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information.

The University's protection of these statuses, is in accordance with applicable federal, state, and local laws and regulations, as well as University System of Maryland ("USM") policies. Relevant laws and policies include, but are not limited to: Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VI of the Civil Rights Act of 1964 as amended ("Title VI"), Title VII of the Civil Rights Act of 1964 as amended ("Title VII"), Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, 20 U.S.C. § 1092(f) ("Clery Act"), Section 304 of the 2013 Amendments to the Violence Against Women Act ("VAWA"), Equal Pay Act of 1963, Lilly Ledbetter Fair Pay Act of 2009, Executive Order 11246 as amended, Executive Order 13672, Section 504 of the Rehabilitation Act of 1973 ("Rehab Act"), Americans with Disabilities Act of 1990 as amended ("ADA"), Age Discrimination in Employment Act of 1967 as amended ("ADEA"), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), Veterans Employment Opportunities Act of 1998 as amended ("VEO"), Genetic Nondiscrimination Act of 2008 ("GINA"), Pregnancy Discrimination Act ("PDA"), Immigration Reform and Control Act of 1986, Small Business Act of 1958 as amended, Section 15(g)(1), and USM Policies VI-1.00, VI-1.05, and VI-1.60.

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Inquiries concerning the application of Title IX may be referred to:

Stephanie Lazarus, Title IX Coordinator  
**University of Maryland Baltimore County**  
Office of Human Relations  
1000 Hilltop Circle  
Administration Building, Room 902  
Baltimore, MD 21250  
(410) 455-5745  
[slazar@umbc.edu](mailto:slazar@umbc.edu)

U.S. Department of Education U.S.  
Office for Civil Rights  
Lyndon Baines Dept. of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202  
Telephone: 202-453-6100

Department of Education  
Office for Civil Rights  
The Wanamaker Bldg., Region III Office  
100 Penn Square, East-Suite 505  
Philadelphia, PA 19107  
Telephone: 215-656-6010

TDD: 800-877-8339  
[OCR@ed.gov](mailto:OCR@ed.gov)  
[www2.ed.gov](http://www2.ed.gov)

#### 4.4 INTERNATIONAL FACULTY

(Policy of the Office of International Education Services; updated October 2011)

In order to ensure that UMBC's hiring of international faculty members conforms not only to the University System of Maryland's guidelines for equal opportunity employment, but to the regulations of the Department of Homeland Security–United States Citizenship and Immigration Service, it is necessary that all documents pertaining to the hiring of foreign faculty (Visas, Labor Certification and Petitions for Permanent Residency) be submitted to the Office of International Education Services. In order to protect the interests of the University and to ensure an effective channel of communication between Department of Homeland Security–United States Citizenship and Immigration Service, the Department of Labor and the University, the Office of International Education Services serves as the official liaison on matters related to the employment of internationals and is the only campus office authorized to sign immigration documents on behalf of international faculty members or scholars.

The University can only support petitions for permanent residency for individuals at professorial ranks or their equivalent. Petitions for the equivalent of Post-doctoral Fellows, Faculty Research Assistants and Research persons will, however, have the appropriate non-immigrant visas prepared for them through the Office of International Education Services in order to allow them to carry out their research duties at the University.

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