

**COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES
PROCEDURES FOR FILLING FACULTY POSITIONS
OCTOBER 2002**

Allocation of New Positions:

CTAHR utilizes the Priority Staffing Process to determine the allocation of FTE and dollars charged to general and special tuition funds. Twice a year, generally in September/October and March/April, academic departments and counties are invited to submit prioritized requests for refilling of vacant positions or establishing new positions. These requests must include a strong justification for the proposed action and must reflect the highest priority future needs of the department, college, university, state, and/or stakeholders.

1. A timeline will be distributed at the start of the Priority Staffing Process (March/April and September/October) with the following information:
 1. Announce Priority Staffing Process.
 2. Proposals due in the dean's office with copies to Leadership Team sent directly from submitters.
 3. Preliminary priority staffing decisions by dean and associate deans.
 4. Summary and explanation of preliminary decisions is distributed to CTAHR Leadership Team.
 5. Decisions discussed at CTAHR Leadership Team meeting.
 6. Final priority staffing decision by dean and associate deans.
2. Proposals will be accepted from the department chairs, county administrators, unit administrators, or cabinet members to fill vacant, anticipated vacant, or new positions.
3. Each proposal should consist of:
 1. A cover memo that identifies the position and justifies it in the framework of the College's document "Factors influencing priority staffing decisions."
 2. A draft position description. (see **Attachment A**)
4. Each submitter will forward the proposal to the dean and distribute it to members of the CTAHR Leadership Team.
5. If the proposals prompt team members to see opportunities for further collaboration across departmental and disciplinary lines, then revised proposals will be accepted no later than one working day before the meeting of the dean and associate deans. Those submitting a proposal may be invited to join the dean and associate dean's meeting when the specific proposal is considered.

6. A summary and explanation of priority staffing preliminary decisions will be provided to all department chairs, county administrators, or unit administrators. The results will be discussed at a meeting of the CTAHR Leadership Team.
7. The dean and associate deans will make a final priority staffing decision after comments from all discussions are considered.

Clearance:

At the present time, faculty positions are subject to clearance from the chancellor. If approved through the priority staffing process, the Dean's Office will utilize the submitted justification and process the paperwork to the chancellor for clearance.

Search Committee:

Upon the release of a position from the dean, a search committee is convened by the department chair and given the charge of creating or revising the position description, developing the advertisements, recommending appropriate recruitment mediums taking into consideration any EEO/AA underutilized categories, agreeing on weighting for criteria from the position description, acknowledging receipt of applications, reviewing applications, requesting additional information from candidates and references, recommending a short list of candidates for interview to the chair and/or the dean, sending letters of non-selection, scheduling interviews/seminars, arranging receptions for candidates, recommending a finalist, and completing the EEO form for all applicants.

In forming the search committee, the department chair should take into consideration the gender and ethnicity of search committee members and may include employees in the department, others in CTAHR, and external stakeholders. Each committee will be given information or be briefed by the CTAHR personnel officer on University EEO/AA policies and procedures, confidentiality, lawful and unlawful pre-employment inquiries, faculty selection procedures, preparation of position vacancy announcements, and common problems encountered by search committees.

Recruitment:

After a position is allocated in the priority staffing process and the dean approves the position description, recruitment may commence. The unit that will process the paperwork will be allocated funds to conduct the advertisement and interview.

1. If the position is in an underutilized category as reflected on the University's EEO/AA list of underutilized tenured/tenure-track faculty, special recruitment efforts must be taken to ensure that an adequate pool of women and/or minorities is obtained.

These efforts could include position announcements in minority/women's newsletters, mail-outs to professional organizations with large members of women/minorities, personal contacts and requests for referrals, and other efforts to target underutilized individuals.

2. The department is responsible for developing a draft of the announcement to be placed in the University newsletter and an abbreviated version to be placed in special recruitment mediums for women and /or minorities, in local newspapers, in national professional journals, in the Chronicle of Higher Education, with other land-grant institutions, or by direct mailings. The detailed draft and the abbreviated version must be forwarded to the dean's office via the CTAHR Personnel Office. After review, the announcements will be returned to the department for use in active recruitment. The announcement will be posted on the CTAHR and USDA website by the CTAHR Personnel Office. The announcement in the University newsletter is the definitive description of the position, and abbreviated advertisements must include the critical requirements and/or indicate how full details can be obtained. Stating the minimum salary for faculty is optional. Faculty vacancy announcements may have closing dates or may have continuous recruitment for hard to fill positions. In cases of continuous recruitment, the recommended language is, "*Review of applications will begin on (date) and will continue until the position is filled.*" Advertisements should also include the statement "*Equal Opportunity/Affirmative Action Institution*" or "*EEO/AA Employer.*" (see **Attachment B**)
3. The department is responsible for compiling the dossiers on the applicants including receiving applications, acknowledging receipt (see **Attachment C**), and securing references. Due to EEO implications, it is suggested that all actions be carefully monitored and dated. University EEO policies and procedures should be followed.

Selection:

After the closing date and allowing sufficient time for receipt of applicant dossiers or after the initial review of applications is completed, the selection phase begins.

1. The search committee screens applicants relative to the advertised qualifications for the position, the established rating criteria, and develops a short list of candidates. If this list is extensive, the committee may call the applicants to ask questions and/or to receive permission to call others beside their listed references.
2. The short list of candidates is sent to the Dean's Office for review along with required documentation (see **Attachment D**). If the dean agrees, a letter of invitation will be sent by the dean's office to the candidate.
3. The search committee will notify all other applicants that they were not placed on the short list of finalists.

4. The search committee, with the help of the department administrative staff or the county administrative staff if the position is located on the neighbor islands, will assist in arranging the interview schedule including the presentation of a seminar and logistics of the interview. The dean and the associate deans shall be provided with copies of the interview schedule.
5. After completion of the seminar/interview, the department will prepare a list of the strengths and weaknesses of each candidate interviewed and transmit it to the dean.
6. If necessary, the dean will confer with applicable county and department personnel to reach consensus on the most qualified applicant. Negotiations will begin between the dean and/or dean designate and the candidate. After agreement is reached, the negotiated points are confirmed in writing over the dean's signature and sent to the candidate for his/her signature. Final copy of the agreement will be sent to the department chair and county administrator.
7. Throughout the selection process, EEO/Affirmative Action policies and procedures will be followed.

Appointment:

Upon acceptance of the appointment by the candidate, the following steps should be followed:

1. The department chair or the county administrator, if the position is located in the county, will contact the appointee to plan arrival dates and assist in the logistics of relocation.
2. The department chair will submit the appropriate personnel documents as soon as possible to reduce the delay in the appointee's first paycheck. The required reimbursement forms for relocation expenses should also be processed as soon as possible.
3. The search committee will send letters of non-selection to the short list of applicants (see **Attachment E**). In the event the dean or his designee chose to negotiate with someone other than the top candidate, the dean or his designee will send the non-selection letters.
4. The department chair or the county administrator, if the position is located in the county, is responsible for arranging an orientation schedule.

Post Appointment:

After the new appointee is settled in his/her new academic environment, the following steps should be followed:

1. The department chair and/or the county administrator works with the appointee in establishing specific objectives that will be the basis for the annual evaluation and relates the objectives to university and department criteria for promotion and tenure.
2. The department chair will give the new appointee a copy of the departmental personnel procedures as well as University criteria, and written information on contract renewal procedures, if applicable.
3. The department chair and/or the county administrator will monitor the adjustment of the appointee, assist whenever possible and inform the college administration of progress.

ATTACHMENT A

SAMPLE OF POSITION DESCRIPTION

ASSISTANT SPECIALIST FOR FOLIAGE NURSERY MANAGEMENT.

Position No. 85555, UHM, College of Tropical Agriculture and Human Resources, Tropical Plant and Soil Sciences. 100%, 11-month tenure track, to begin approximately 2003 January.

Duties and Responsibility: Provide interactive and cooperative leadership in working with research faculty and extension specialists and agent to plan, coordinate and deliver an integrated statewide educational and extension programs related to the Foliage Nursery industry; develop strong positive relationship with Hawaii's green industry, including conducting educational sessions for the Foliage Nursery industry and their organizations; collaborate, advise and train County Agents; and prepare publications on foliage nursery science and management practices. Develop an extramurally-funded research program that emphasizes the growth and physiology of plants in containers and field production to solve problems of the tropical foliage nursery industry. Suitable research areas include varietal improvement using traditional and molecular biology techniques; collection, development and evaluation of new foliage plants; water-efficient irrigation systems; use of recycled and brackish water for irrigation; management of pests and environmental stress; environmental impacts of fertilizers and pesticides; improvement of cultural and management systems and shipping practices; and the assessment of interior-scape use of container-grown plants. Teach an upper division course in foliage nursery management, develop a course in their research specialty, possibly at the graduate level, teach or contribute to portions of other horticulture courses in plant identification, crop production systems and plant propagation. Other responsibilities include advising undergraduate and graduate students, and serving on graduate student committees. Scholarly activity, defined as creative, intellectual work such as course and curriculum development, peer reviewed publications, and collaborative activities that is validated by peers and communicated, is expected.

Minimum Qualifications: A PhD in Horticulture or closely-related plant sciences field with specialization or experience in foliage nursery management. Research training on growth and development, crop physiology, environmental interactions on foliage nursery production, or ability to apply new technologies to foliage nursery improvement. Knowledge of statistics and experimental design. Ability to communicate by oral and written means with information delivery systems (web pages, electronic ,media, video, press releases and other information supply methods). Ability to interact professionally and amicably with diverse industry and academic colleagues.

Desirable qualifications: Evidence of training or experience in nursery foliage production and management. Ability to apply computer skills to extension and instruction. Ability to attract extramural funds. Ability to attract and work with graduate students. Practical experience in foliage nursery industry.

Salary: Commensurate with training and experience for Specialist S-3.

To Apply: Send letter of application, curriculum vitae, 2 to 3 page statement of research, official transcripts of college training, and arrange to have three confidential letters of reference sent to Dr Ken Leonhardt, Search Committee Chairman, Department of Tropical Plant and Soil Sciences, College of Tropical Agriculture and Human Resources, University of Hawaii at Manoa, 3190 Maile Way, Rm. 102., Honolulu, HI 96822-2279. **Inquiries:** Telephone (808) 956-8909; FAX (808) 956-3894; E-Mail: <leonhard@hawaii.edu>

Closing Date: Evaluation of candidates will begin on 2002 September 06 and the position will remain open till the position is filled.

For additional information on the department visit our website:
<<http://www.ctahr.hawaii.edu/ctahr2001/TPSS/Index.html>>

ATTACHMENT B

SAMPLE OF ADVERTISEMENT

Assistant Specialist (Foliage Nursery Management), position number 85555, UHM C of Trop Agr & Human Res, tenure track, To begin approximately January 2003. **Duties:** Provide interactive and cooperative leadership in working with research faculty and extension specialists and agent to plan, coordinate and deliver an integrated statewide educational and extension programs related to the Foliage Nursery industry; develop strong positive relationship with Hawaii's green industry, including conducting educational sessions for the Foliage Nursery industry and their organizations; collaborate, advise and train County Agents; and prepare publications on foliage nursery science and management practices. Develop an extramurally-funded research program that emphasizes the growth and physiology of plants in containers and field production to solve problems of the tropical foliage nursery industry. Suitable research areas include varietal improvement using traditional and molecular biology techniques; collection, development and evaluation of new foliage plants; water-efficient irrigation systems; use of recycled and brackish water for irrigation; management of pests and environmental stress; environmental impacts of fertilizers and pesticides; improvement of cultural and management systems and shipping practices; and the assessment of interior-scape use of container-grown plants. Teach an upper division course in foliage nursery management, develop a course in their research speciality, possibly at the graduate level, teach or contribute to portions of other horticulture courses in plant identification, crop production systems and plant propagation. Other responsibilities include advising undergraduate and graduate students, and serving on graduate student committees. Scholarly activity, defined as creative, intellectual work such as course and curriculum development, peer reviewed publications, and collaborative activities that is validated by peers and communicated, is expected. **Minimum qualifications:** PhD in Horticulture or closely-related plant sciences field with specialization or experience in foliage nursery management. Research training on growth and development, crop physiology, environmental interactions on foliage nursery production, or ability to apply new technologies to foliage nursery improvement. Knowledge of statistics and experimental design. Ability to communicate by oral and written means with information delivery systems (web pages, electronic ,media, video, press releases and other information supply methods). Ability to interact professionally and amicably with diverse industry and academic colleagues. **Desirable qualifications:** Evidence of training or experience in nursery foliage production and management. Ability to apply computer skills to extension and instruction. Ability to attract extramural funds. Ability to attract and work with graduate students. Practical experience in foliage nursery industry. **To apply:** Send letter of application, curriculum vitae, 2 to 3 page statement of research, official transcripts of college training, and arrange to have three confidential letters of reference sent to Dr Ken Leonhardt, Search Committee Chairman, Department of Tropical Plant and Soil Sciences, College of Tropical Agriculture and Human Resources, University of Hawaii at Manoa, 3190 Maile Way, Rm. 102., Honolulu, HI 96822-2279. FAX (808) 956-3894 **Inquiries:** Ken Leonhardt (808) 956-8909 leonhard@hawaii.edu **Continuous recruitment.** Review of applications will begin on Sep-06-2002

ATTACHMENT C

SAMPLE OF ACKNOWLEDGEMENT LETTER

Dr. John Doe
2444 Bachman Hall
Washington, D.C. 20001

Dear Dr. Doe,

This is to acknowledge your application for the position of _____
for the Department of _____, College of Tropical Agriculture and
Human Resources.

We will be contacting you once all the applications for this position are evaluated.

Thank you for your interest.

Sincerely,

Jane Smith
Chair, Search Committee

ATTACHMENT D

DOCUMENTATION REQUIRED PRIOR TO INTERVIEW

This checklist must accompany the recommendations from the department prior to all seminars/interviews.

1. The following documents should be completed when submitting the most qualified candidates to the dean for approval to interview:
 - Transmittal memo stating:
 - Strengths/weakness for top candidates
 - Contact person to be listed on the invitation to interview
 - Type of expenses to be paid (transportation, lodging and meals or transportation and per diem)
 - Date of interview, if scheduled, or tentative schedule
 - EEO form (Form 17)
 - Position announcements
 - Dossiers of candidates being recommended by department
2. Upon receipt of the above documents, CTAHR administration will commence its review.

ATTACHMENT E

SAMPLE OF NON-SELECTION LETTER

Dr. John Doe
2444 Bachman Hall
Washington, D.C. 20001

Dear Dr. Doe,

This is to inform you that the position of _____ for the Department of _____, College of Tropical Agriculture and Human Resources has been filled.

Thank you very much for your interest and for your patience while the selection was being made. We wish you well in your future endeavors.

Sincerely,

Jane Smith
Chair, Search Committee