

Administering 2022 IHP TTF Searches: Launch to Completion

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Today's Presenters

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Training Objectives

- Understand the process for completing Institutional Hiring Plan approved Tenure Track Faculty recruitments
- Be familiar with important considerations for completing your requisition
- Learn key considerations of the Term Sheet Process
- Review the tools and resources available to you

Institutional Hiring Plan TTF Process Overview

**Launching the
search**

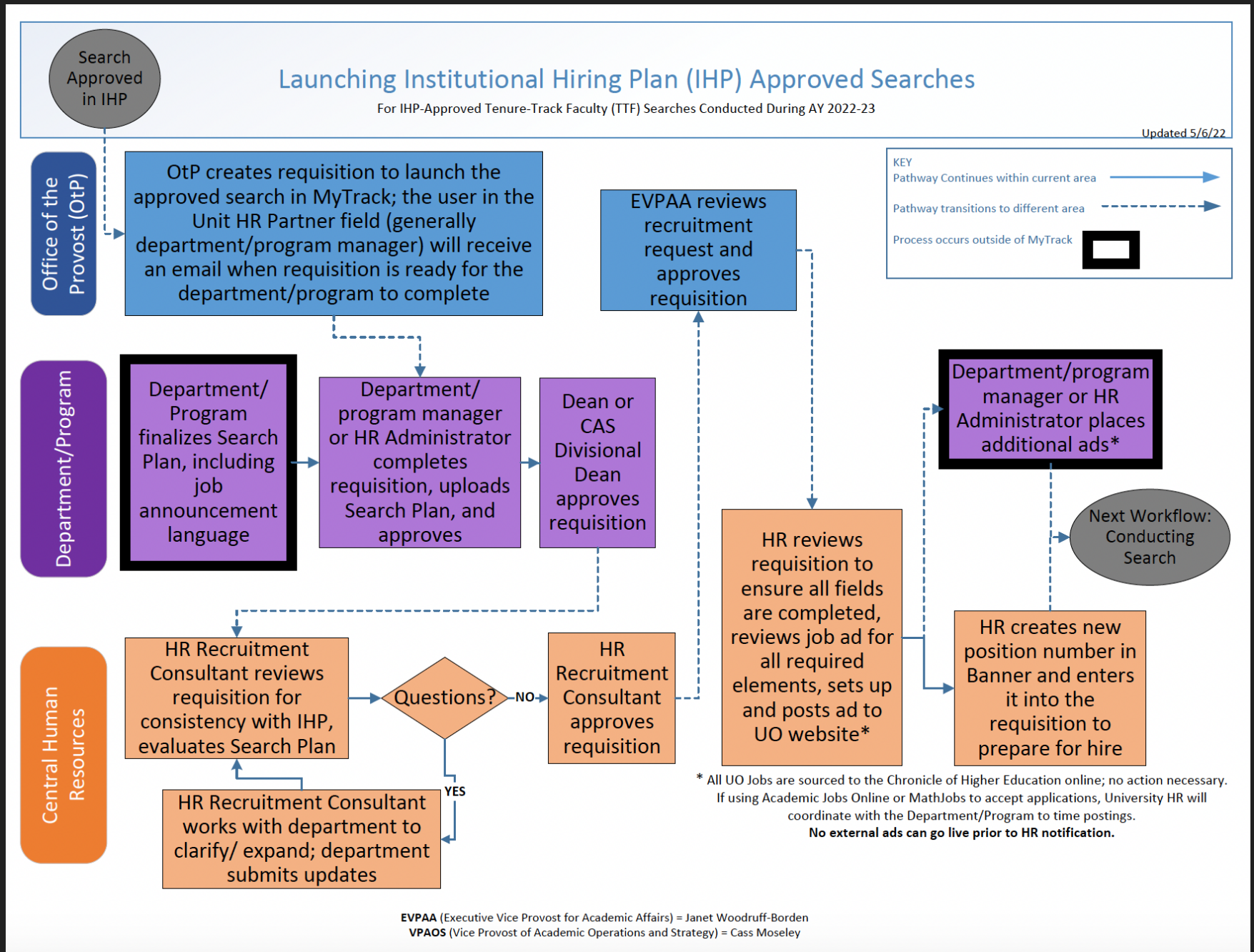
**Conducting the
search**

**Completing the
search**



Launching the Search

Launching Search Process Workflow



2022 IHP: TTF Search Requisitions

- Office of the Provost creates requisitions and routes to unit for completion
- Unit prepares Search Plan
- Unit enters job posting information and uploads Search Plan
- Unit routes for approvals
 - Unit Level – Dean or Divisional Dean (CAS)
 - HR Recruitment Consultant and Office of the Provost review
- Human Resources reviews approved requisition and sets up job posting

Updates and Reminders for 2022-2023

- Search Committee-oriented Active Recruitment training is going asynchronous! (more than workshops!)
- HR Recruitment Consultants are assigned to each search
- Units may request applicant demographics from Recruitment Consultant or talent@uoregon.edu (demographic reports will not be sent automatically)
- TTF candidates are *required* to submit statements of Contributions to Equity and Inclusion
- Some searches have been assigned a Search Advocate

Requisition Tips

- Search Administrator vs. Search Chair
 - Search Administrator can see *feedback* left on applicants via search committee review tool in MyTrack; this role does **not** give access other than to feedback.
 - Search Chair must be the chair of the search for reporting purposes, even if you do not plan to use the search committee review tool in MyTrack.
- Search Committee members
 - List all search committee members; this can be updated after your requisition is approved/as you move through the search.
 - Even if you are not using the system to review materials, you must include the full search committee on the requisition.

Requisition Tips

- Department Program description vs. University/Community description
 - You can use one or both of these as you see fit for your advertisement
- Minimum Qualifications
 - These must match minimum qualifications listed the United Academics CBA
 - If you have questions, reach out to your Recruitment Consultant
- Job Posting Summary for Careers Page
 - This is the small summary of the job that lives on the main UO Careers page under the job title
 - Generally completed by HR for consistency

Requisition Tips

- Users on the requisition
 - Hiring Manger: Sees the requisition, sees the applicants, and can adjust applicant statuses
 - HR Administrator: Sees the requisition and applicants, cannot adjust status
 - Hiring Manager Proxy: Sees the applicants; can adjust applicant statuses if “Selection Outcomes” is chosen when setting up proxy access
- Approval Process
 - This will be set by the Office of the Provost when you receive the requisition
 - You can adjust approvers that follow you, but not those that approved before you

MyTrack Faculty Application

- IHP Requisitions will be assigned the Faculty Application, unless the recruitment is being run through AJO or MathJobs
- The Faculty Application contains different fields than typical Classified or OA applications
- Please refer to the next slide when writing your application instructions to ensure your instructions match the available upload fields

MyTrack Faculty Application

Faculty Application *required*:

- Personal Details/Profile
- Document Upload Fields
 - CV – Required
- Three reference fields
 - Candidate may add additional reference fields
 - Name, phone, email required
- Standard applicant notices and demographic requests

Faculty Application *optional*:

- Letter of Interest (if required)
- Teaching Statement (if required)
- Research Statement (if required)
- Additional Required Document 1
- Additional Required Document 2
- Additional Required Document 3

Examples of additional documents:

- Statement of Contributions to Equity and Inclusion (*now required for TTF searches*)
- Portfolio or writing samples
- Evaluations

Search Plan

- Search Plans are required before the Office of the Provost approves MyTrack IHP TTF Requisitions (and therefore before the position can be posted).
- Upload your search plan to the Documents tab of the requisition.
- Resources:
 - Search Plan template and Expected TTF Search Practices document are posted online: <https://provost.uoregon.edu/conducting-ttf-search> and <https://provost.uoregon.edu/expected-practices-ttf-searches>
 - Active Recruitment webpage will have links to *new* asynchronous trainings as they're finalized and published: <https://provost.uoregon.edu/active-recruitment-tenure-track-faculty-searches>

Job Postings

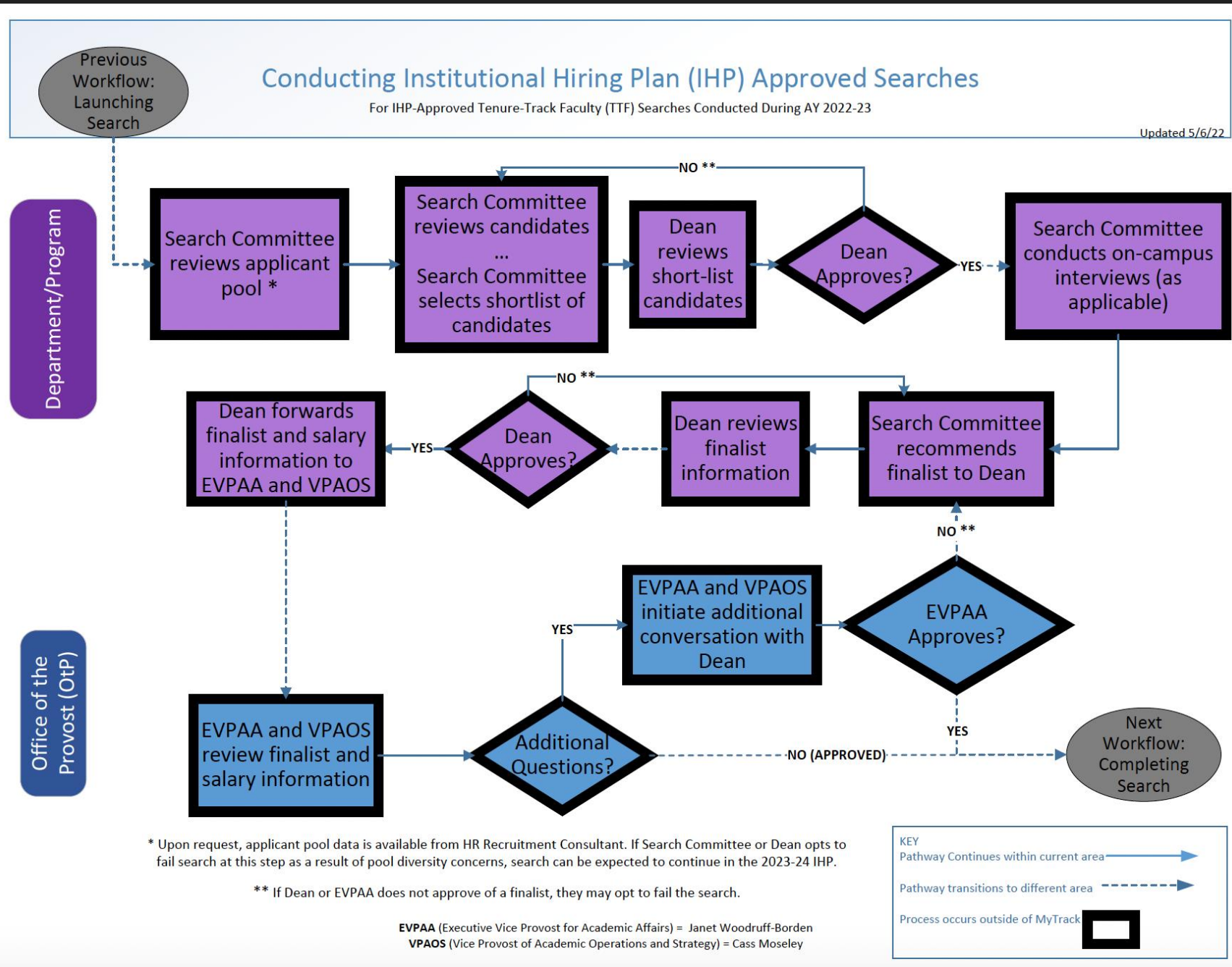
- Human Resources posts to:
 - UO Careers Site
 - Chronicle of Higher Education Vitae (Online) - no action required, automatic!
- Unit posts to:
 - Additional advertising locations noted in Search Plan
- Recruitment Advertising Guide includes Diversity Resources
- Job Elephant can be a resource to assist with managing postings
 - See <https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/recruitment-advertising-guide> for more information.

Using AJO or Mathjobs?

- Units may opt to collect applicant materials in Academic Jobs Online (AJO) or Mathjobs (MJ)
- Human Resources will coordinate the posting with the unit to ensure AJO/MJ posting is timed with HR review and postings
- Units follow closing process to provide documentation of search process and applicants and send finalist materials for inclusion in MyTrack
- Final notice of appointment is always issued and accepted via MyTrack
- Questions? Contact your Recruitment Consultant for more information

Conducting the Search

Conducting Search Process Workflow



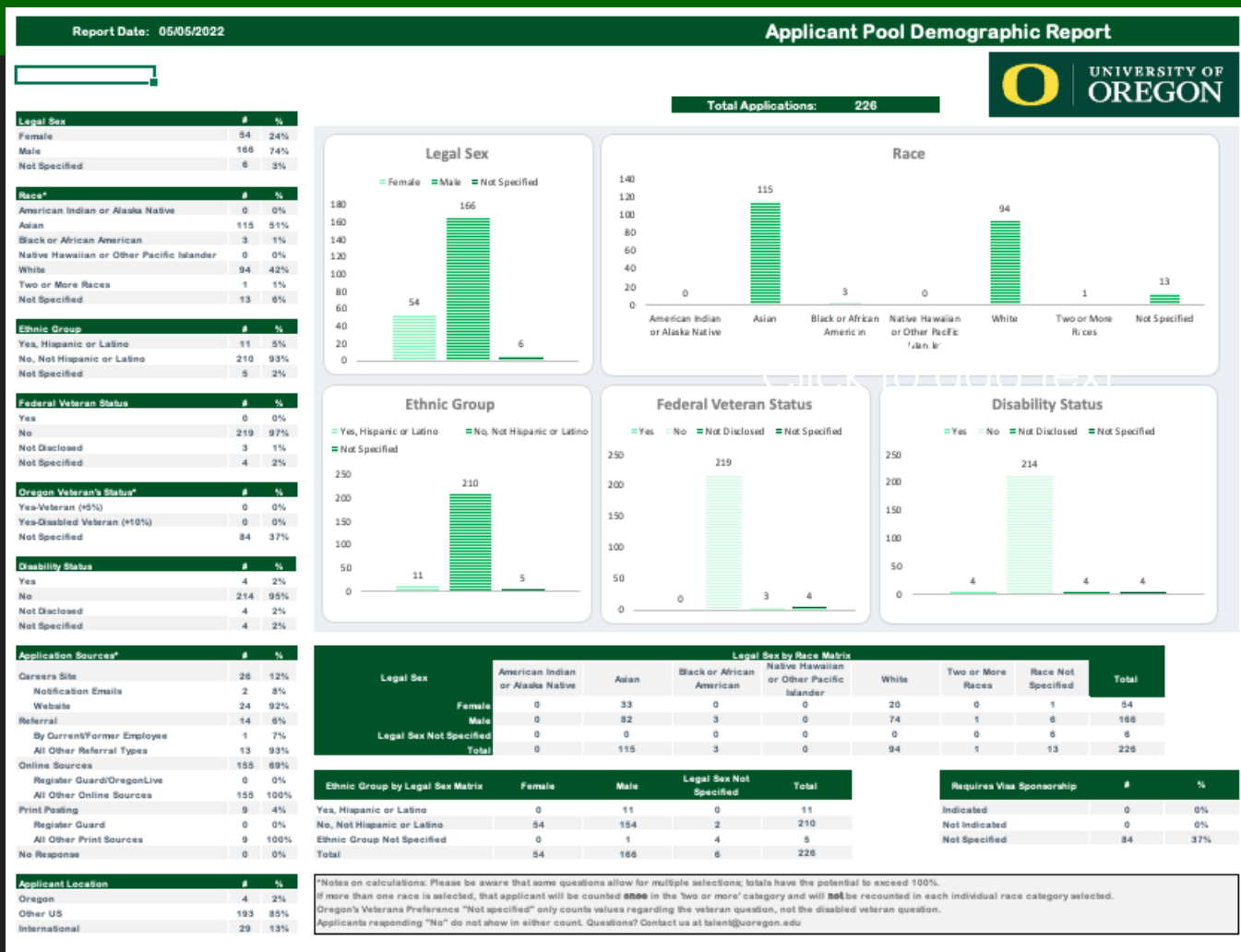
Implicit Bias Training

- All search committee members must complete an implicit bias training every three years prior to beginning candidate review.
 - The Division of Equity and Inclusion posts training information at <https://inclusion.uoregon.edu/implicitbias>

Applicant Demographics

- Units can request an applicant demographic report from their Recruitment Consultant or by emailing talent@uoregon.edu
 - Please allow a minimum of 2 business days if possible to produce reports
- If the search committee and/or dean, after discussion with the EVPAA, determine that the pool is not sufficiently diverse, they have the option to discontinue the search.
 - If a search is discontinued at this step, it will be expected to continue as part of the 2023 IHP (for search year 2023-2024).

Applicant Demographic Data from MyTrack



Updated in 2021 for new look and feel.

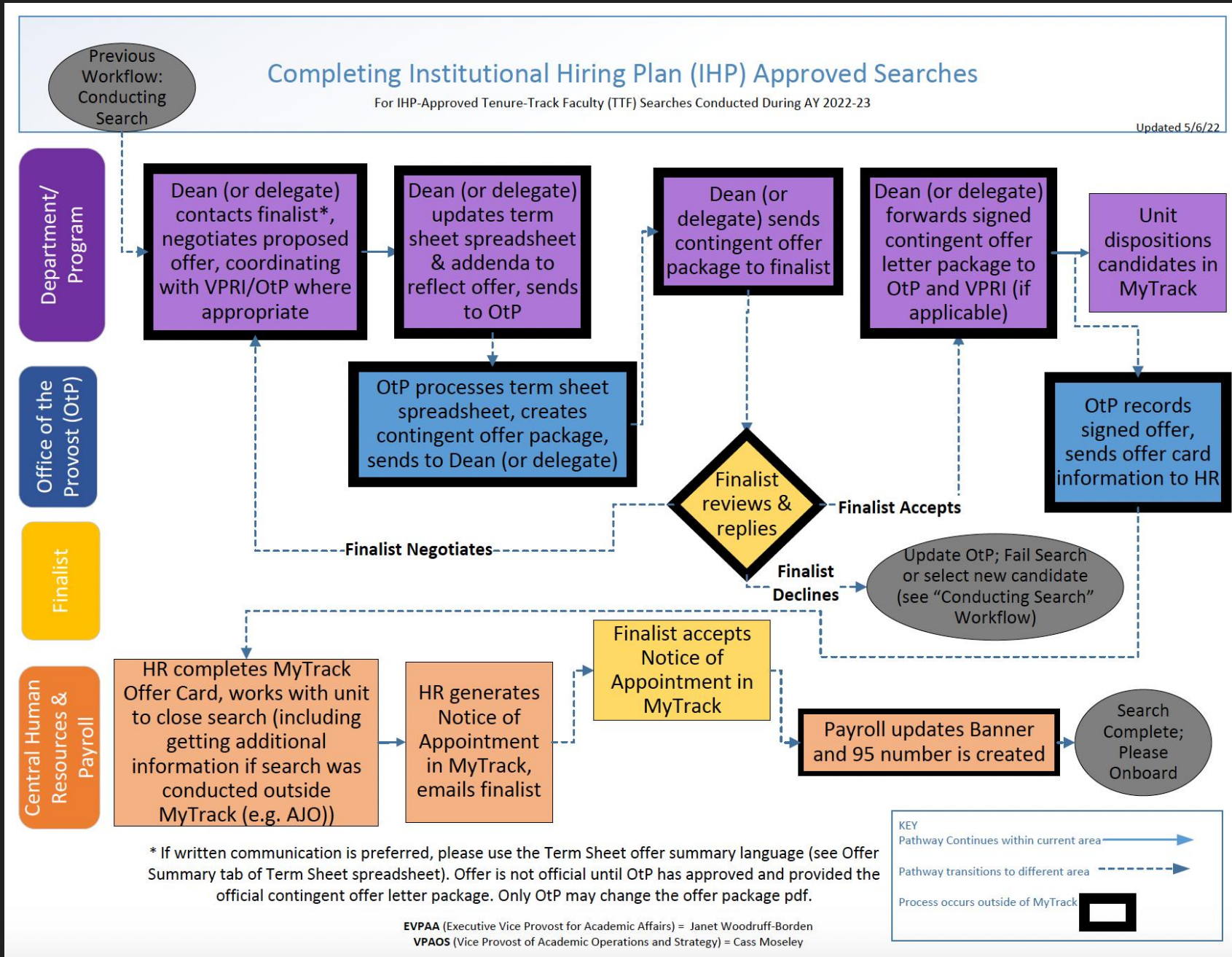
Generally, must have at least 10 applicants to receive the report.

Search Committee Review

- Units can request a Search Committee Briefing from Talent Acquisition
 - To request, email talent@uoregon.edu
 - Your Recruitment Consultant will reach out to discuss options
- Using MyTrack for candidate review?
 - Bulk compile and send allows you to get an organized PDF of all materials
 - Search committee training video is available in our [User Guides](#)
 - Search Administrator role gives access to compile feedback

Completing the Search

Completing Search Process Workflow



Term Sheets

The term sheet process is the process through which UO tenure-track faculty offer letters are created.

- Created in 2017 based on unit input, and updated yearly
 - You don't have to figure out what to say!
 - We avoid violating CBA, UO Policy or state law
- We won't accidentally promise something the university can't deliver

No TTF offer is official until provided/approved via this process.

NOTE: Screenshots are examples only; they do not reflect actual offers. Dates are from prior years.

Term Sheet Terminology: Term Sheet



UNIVERSITY OF OREGON		
INPUT TO GENERATE OFFER SUMMARY & OFFER LETTER		
DO NOT PRINT, DO NOT SHARE WITH CANDIDATE		
Key:	Blue Cells indicate fields for data entry	<i>Green Italic Text</i> is instructional text
	Grey Cells with Grey Text are automatically generated fields	
SEARCH INFORMATION		
IHP Number	AY18-CAS-HUM-01	
MyTrack Requisition #	522317	
Search Chair		
Joint Appointment	Yes	<i>Must include Joint Appointment addendum with workload, tenure information</i>
	PRIMARY	JOINT
School/College	College of Design	School of Music and Dance
Department		
CANDIDATE INFORMATION		
	LastName	FirstName

Term Sheet Terminology: Offer Summary

June 10, 2019

FirstName LastName
1234 Street Address
City, State ZIP

NOTE: Offer is **not official** until OtP has approved and provided the official contingent offer letter package.

This letter is to inform you of my recommendation to the Provost that you officially be offered a position as a tenure-track Assistant Professor with a primary appointment in the College of Design, and a secondary appointment in the School of Music and Dance, at the University of Oregon. The following is an informational summary of the details we have discussed regarding this position.

APPOINTMENT, SALARY, AND BENEFITS

- Your appointment will commence on 9/16/2019.
- The annual academic nine-month base salary for your position is \$0.
- You will also receive the university's standard benefits package, including a choice of health, dental, vision, and retirement plans.

INSTRUCTIONAL WORKLOAD

- Professional responsibilities for all faculty are governed by unit level policies, which describe expectations for teaching, scholarship, and service.
- The initial teaching load for your position is eight courses per year.

Term Sheet Terminology: Contingent Offer Letter



June 10, 2019

FirstName LastName
1234 Street Address
City, State ZIP

Dear FirstName,

We are delighted to offer you a position as a tenure-track Assistant Professor with a primary appointment in the College of Design, and a secondary appointment in the School of Music and Dance, at the University of Oregon (UO). This offer letter summarizes the previously discussed details of the appointment.

Should you accept this contingent offer and subject to the conditions outlined below, your appointment will carry a full-time, 9-month academic year base salary of \$0. You will also receive the university's standard benefits package, including a choice of health, dental, vision, and retirement plans, which are described on the Human Resources website: <http://benefits.uoregon.edu/>. If you have questions that are not addressed on this website, we can put you in touch with someone who can answer them for you. Your employment with the university will be governed by applicable rules and policies, including those described in the enclosed Policies, Procedures, and Agreements Addendum. Please note that this

Term Sheet Terminology: Addendum



UNIVERSITY OF
OREGON

Office of the Provost

Policies, Procedures, and Agreements Addendum

Policies and procedures governing your employment:

Your employment is governed by the University of Oregon's policies, school or college policies and

agreements, processes and rules. Your policies collective bargaining agreement (CBA). To please review Article 1 of the CBA or contact the [@uoregon.edu](mailto:hr@uoregon.edu). In the event of a conflict over, or other verbal or written commitments controlling.

Terms of Your Administrative Appointment

Endowed Position Appointment Letter

Startup Addendum

Welcome to Our Department!

We are particularly excited about your scholarship in _____

Why we're special

Exciting and unique things we offer

We are delighted that you will be joining us

of Oregon are structured around the academic year: system, with appointments starting on September 16 the School of Law, which operates on a semester For more information regarding the University's academic office of the Registrar's website at

functions of your position typically include a combination of teaching, research and service. The percentage of work a faculty member is expected to dedicate to each of these essential functions on an annual basis is generally defined in the applicable unit level policies and procedures

Term Sheet Terminology: Offer Letter Package

Contingent Offer Letter

+ Policies & Procedures Addendum

+ Other Addenda (if any)

Contingent Offer Letter Package

Important Term Sheet Notes

- The approval process goes more quickly when approvers (OVPRI, OtP, IEF, etc.) have been proactively consulted on the proposed offer.
- Units cannot negotiate or adjust parameters of the offer package (salary, start up, offer language, etc.) without OtP approval.
- If changes are needed, a new term sheet is required and then an updated offer package will be created by OtP – **do not edit the pdf** aside from adding signatures.
- Candidate has not *officially* accepted their offer until they have signed their contingent offer letter package.
- OtP will not accept signed offer letter packages with candidate-added addenda – if elements are added, request an updated offer package.

Term Sheet Next Steps

- OtP updates the Term Sheet spreadsheet each summer, based on key learnings from the previous year. OtP will share the updated spreadsheet with Deans' Offices in Fall term.
- For more information on the Term Sheet process, see <https://provost.uoregon.edu/term-sheet>.
- Please contact your Divisional Specialist (for CAS) or Anna Shamble (ashamble@uoregon.edu) if you have specific questions related to the term sheet process.

Background Checks

- Search committees are responsible for informing TTF candidates about the background check requirement during the selection process, typically prior to or during the campus visit. The background check notice is NOT published on TTF advertisements.
- Background checks are initiated once term sheets have been approved by OtP, contingent offers have been accepted, and **candidate status has been updated** for the new hire by the unit.
- New hires will receive instructions and link via email to complete the background check process via secure online portal with **Risk Mitigation Services**.
- Hiring units are notified when background checks have been successfully completed.
- For more information on background checks, visit <https://hr.uoregon.edu/recruit/background-checks>

Notice of Appointment

- OtP sends signed contingent offer package and approved term sheet to HR
- HR completes offer card in MyTrack
- Unit completes all search documentation in MyTrack
- HR conducts background check and completes offer checks
- HR issues Notice of Appointment to candidate via MyTrack
- Candidate notified via email to log in and review
- Candidate accepts in online portal
- Payroll receives reports that trigger Banner setup

Tools and Resources

- Institutional Hiring Plan website: <https://provost.uoregon.edu/institutional-hiring-plan>
- [Recruitment website](#) > Hiring Faculty and Staff > [Hiring Faculty](#)
- Search Plan template: <https://provost.uoregon.edu/active-recruitment-tenure-track-faculty-searches#process>
- Diversity, Equity & Inclusion [Implicit Bias Workshop website](#) with archived training and resources
- Active Recruitment Information: <https://provost.uoregon.edu/active-recruitment-tenure-track-faculty-searches>
- [MyTrack Recruitment Module Website](#)
 - [User Roles and Permission](#)
 - [User Guides](#)
 - [Search committee video](#)
- Term Sheet website: <https://provost.uoregon.edu/term-sheet>

Help along the way

- IHP process and approvals: Anna Shamble ashamble@uoregon.edu
- Search Plan: Recruitment Consultant or talent@uoregon.edu
- Committee member has confidential concerns about search: Jenna Rakes jrakes@uoregon.edu
- TTF Requisition Issues: Jenna Rakes jrakes@uoregon.edu
- Term Sheets: Anna Shamble TTFOffers@uoregon.edu or ashamble@uoregon.edu
- Search Advocate Questions: Charlotte Moats-Gallagher cmoatsga@uoregon.edu
- Candidate assistance: uocareers@uoregon.edu
- General search process or system questions: talent@uoregon.edu