

## SOA's RECRUITING COMMITTEE

**OBJECTIVE:** To assist the Director of the SOA in the selection of quality faculty and in the staffing of courses. Where possible, courses will be staffed primarily by full time academically and Professionally qualified faculty, consistent with AACSB Accreditation standards and the SOA mission for quality instructional resources.

### COMPOSITION OF RECRUITING COMMITTEE

Membership of the recruiting committee should consist of the chairman, who must be a tenured accounting professor, at least one accounting faculty member at large, and at least one faculty member specializing in the area (e.g. tax, auditing, systems, financial) for which a position is being filled.

### CONTINUING ACTIVITIES:

- 1) Assist the Director in assessing the staffing needs of the SOA.
- 2) Assist the Director in assessing faculty qualifications, especially in accordance with the SOA mission and AACSB accreditation requirements.
- 3) Minimum requirements for a completed application for a tenure track faculty position will include the applicant's VITA, interest letter from the applicant, three letters of reference, and a defended dissertation proposal for Ph.D. candidates.
- 4) Assist the Director in advertising for vacant positions and disseminating position notices through appropriate channels, in accordance with university policy.
- 5) Assist the Director in correspondence with potential candidates, preparing files, providing pertinent information to candidates and arranging initial interviews and campus visits.
- 6) Provide all qualified faculty candidates an equal employment opportunity.
- 7) To participate in formal review processes for selection of quality faculty.

### Responsibilities for the Chair:

- 1) Call a minimum of one meeting every year; prepare an agenda for the meeting; and have a secretary take minutes of the meeting.
- 2) Maintain a file of records and correspondence, surrendering this file to the succeeding committee chair at the conclusion of the term.
- 3) Submit to the Director upon request, a year-end committee report

### (Suggested) RECRUITING PROCESS

- Recruiting efforts should commence in September of the year prior to the actual on-duty date.
- Department submits Forms 4a/4b to Dean's office
- Dean's Office submits Forms 4a/4b to Dr. Richard Day (Vice President?) for approval.
- Dean's Office sends approved Forms 4a/4b to Department
- Department Processes ads (UH Faculty Bulletin, Sunday Paper, Chronicle of Higher Education)
- Department requests Dean's Office to make reservation for accommodations for finalists (if applicable)
- Department sends copy of resume to Dean's Office
- Dean's Office sends offer letter to selectee
- Dean's Office sends copy of acceptance letter to Department
- Department processes appropriate Form SF-5B and personnel forms

Note: Departments will keep their own stock of materials for "recruiting packages."