Faculty Hiring Processes

To recruit for a faculty position within the Rollins School of Public Health:

1. Prior to any faculty recruitment efforts, the Chair of the department should contact the Executive Associate Dean for Academic Affairs and the Associate Dean for Administration and Finance to discuss the positions for which he/she wants to recruit. Final approval requires the Dean of the School.

2. To begin recruitment, the hiring department must submit the following forms to RPSH HR:
   a. A Search Activity Report Form (SAR), which can be found on the Office of Equal Opportunity Programs website at http://www.emory.edu/EEO/forms.html. Complete section 1 of this form and get the required signatures.
   b. In addition, email the following information to RSPH HR:
      - A job announcement/advertisement summarizing the key responsibilities and the credentials you are seeking; include the contact information for the individual to whom candidates should submit their resumes.
      - A Health and Safety Questionnaire

3. RSPH HR will route the position for required approvals. The Search Activity Report Form, Health & Safety Questionnaire, and job announcement/advertisement will be routed to EOP. The position will remain posted for one year.

4. The EOP office will send a self ID letter to the hiring department to distribute to candidates. Candidates are not required to complete and return the self ID forms.

5. When a final candidate has been selected, the hiring department must complete Sections 3 and 4 of the SAR and submit it to EOP for final approval.

6. The offer letter must be submitted to the Executive Associate Dean for Academic Affairs and the Associate Dean for Administration and Finance for review and approval. A co-signature from one of these Associate Deans is required to make an offer. (Please note that salary offers exceeding $250,000 require the co-signature of the Provost.)

7. Appointment of new faculty members requires verification that the terminal degree has been awarded by an accredited academic institution. The required documentation for this verification is an official academic transcript. In the offer letter, the hiring department must request that the candidate provide this documentation on or before his/her hire date. Once all approvals have been received, the Chair may proceed with extending an offer.

8. The hiring department should notify RSPH HR when the candidate has accepted and be given a copy of the offer letter.
9. RSPH HR will send the candidate an email with a link to the online forms he/she must complete to be put on the payroll system and will pre-board him/her.

In rare instances, a well-qualified candidate may be identified for a faculty position without conducting an open recruitment effort. In such a case, the individual may be hired through the Administrative Decision process. To process an administrative decision request:

1. Prior to hiring a faculty member through the Administrative Decision process, the chair of the department should contact the Executive Associate Dean for Academic Affairs and the Associate Dean for Administration and Finance to discuss the position for which he/she wants to hire.

2. Email the following information to RSPH HR:
   - A brief job announcement summarizing the key responsibilities and credentials you are seeking.
   - A completed Health & Safety Questionnaire.
   - An electronic CV for the candidate.

3. Submit a hardcopy of the Administrative Decision Request form, which is found at http://www.emory.edu/EEO/forms.html. Include a brief explanation of how the candidate is uniquely qualified to fill the faculty position.

4. As with offers that result from a national search, these administrative decisions need to be reviewed and approved by the Executive Associate Dean for Academic Affairs and the Associate Dean for Administration and Finance. A co-signature from one of these Associate Deans is required to make an offer. (Please note that salary offers exceeding $250,000 require the co-signature of the Provost.)

6. Appointment of new faculty members hired with administrative decisions also requires verification that the terminal degree has been awarded by an accredited academic institution. The required documentation for this verification is an official academic transcript. In the offer letter, the hiring department must request that the candidate provide this documentation on or before his/her hire date. Once all approvals have been received, the Chair may proceed with extending an offer.

7. The hiring department should notify RSPH HR when the candidate has accepted and be given a copy of the offer letter.

8. RSPH HR will send the candidate an email with a link to the online forms he/she must complete to be put on the payroll system and will pre-board him/her.