

Department of Nutrition

Policy Document

**Title: Recruitment of Research
Faculty Policy**

Date Last Review: 3/31/2022

Chair Signature: 



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of NORTH CAROLINA
at CHAPEL HILL

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Recruitment of Research Track Faculty

Policy Statement

Research faculty recruitments are based on demonstrated contributions primarily in research as well as teaching, and service. Other factors which are important include the expectation of the following: ethical and collegial behavior, intellectual integrity, good rapport with students and colleagues, moral probity, reliability and responsibility. Collegiality among faculty members and sharing of scientific thoughts and innovations is expected and valued. This includes working across disciplinary lines when practical and engaging with all facets of the translational spectrum.

For the research component of the recruitment criteria, the Department will consider two equal avenues for Research Track professors to follow. The first avenue is focused on substantial contributions to research within a team and includes significant contributions to scholarly reports and grant proposals. The second focuses on independence in research, including securing independent funding for research, as well as scholarly publications. Research faculty may be hired into Assistant or Associate positions with evidence spanning both avenues and promoted based on their performance in either avenue (or both).

In addition to research, recruitment criteria include the expectation that teaching and service will be consistent with research track departmental norms.

Audience

This policy applies to all faculty and staff involved with the recruitment of research track faculty in the Department of Nutrition.

Purpose

To ensure that everyone involved with the recruitment process for research track faculty follows the Department's policy steps for recruiting a research track faculty member.

Roles and Responsibilities

Faculty – Follow the criteria listed below and request additional information if required.

Chair – Provide leadership and mentoring as needed to ensure equitable implementation of the policy.

Criteria

Recruitment Process – There are several steps to the recruitment process listed below. It is important that these steps be followed carefully and in the order presented to comply with both the Department and the University's recruitment and hiring practices.

1. Faculty member providing the primary source of funding discusses interest in hiring Research Track Professor with the Chair, including the salary support required at least one year of support.
2. If the Chair approves, then a position is created through HR.
3. A selection committee must be chosen with at least 3 members (1 female and 1 minority).
4. Position must be posted for at least 14 days.
5. Candidates to be interviewed are chosen by the selection committee, and then given to HR to receive EEO approval.
6. Once EEO approval is given, interviews can be scheduled. EEO approval **must** be received before the candidates are interviewed.
7. A minimum of three candidates must be interviewed in person or via teleconference. It is important that the same questions are asked of each candidate to ensure consistency. Ideally, leading candidate(s) will present a seminar and will meet with potential faculty colleagues and students.
8. Once the faculty candidate is selected, two letters of support and their full CV are sent to Chair.
9. Chair approves.
10. Recruiting faculty member writes a letter guaranteeing support for 1 year, and the initial term of appointment will be 1 year. A 2 year initial appointment can be considered under special circumstances and with permission of the chair, however funding for 2 years must be confirmed by the sponsoring faculty member.

11. Vote of Department APT Committee (tenured faculty and 1 fixed term rep)
12. Chair makes final decision
13. The candidate is notified of the offer by HR
14. Appointment made
15. Re-appointments can be 2 years, with funding confirmed by the sponsoring faculty member.

Note: A waiver of a search is possible under highly unusual circumstances. The waiver must be approved by central HR.

Related Regulations or Policies

- Effective Date: 4/1/2022
- Last Revised Date: 3/31/2022