ACADEMIC_Academic Recruiting Policy_016

Contents:	Version Number: 1
• Purpose • Source / Authority • Who Should Know This Policy • Policy Description • Definitions • Policy Statements • Procedure	Effective Date: September 16, 2014
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Purpose

The purpose of this policy is to establish and implement clear academic recruiting policy to standardize the recruiting process at QU.

Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President for Academic Affairs and endorsed by the University President.

The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

☑ President
☑ Vice President
☑ Legal Advisor
☑ Dean
☑ Director/ Departmental Head
☑ Faculty
☐ Accounting/ Finance Personnel
☐ Student
☐ All Employees

Policy Description

Qatar University is committed to recruiting the most qualified academic members of the university. To assure success of recruiting, Qatar University developed a policy to search for qualified faculty applicants that meet the expected needs of the various programs at the university.

Policy Statements

Consistent with the mission of Qatar University, the criteria for hiring of faculty must meet the highest possible standards of excellence. The following are the Guiding Principles of recruitment in Qatar University:

- Recruit and hire the most highly qualified candidates who have the potential to further the vision, mission, and goals of the University.
- Recruit and hire faculty who will bring diversity to the University in terms of experience, qualifications, universities, and schools of thought.
- Seek, whenever possible, to recruit and hire Qatari faculty who will reinforce Qatar's plans for sustained development and self-reliance.
- Recruit and hire faculty without regard to their gender, race, nationality, or belief.
- Recruit and hire faculty who are proficient in the usage of Information Technology and English language skills.
- Recruit and hire faculty with excellent teaching practices.
- Priority in recruitment is given to candidates who can teach a wide range of courses in each academic program.

Recruitment Procedure

1. Every department (unit) prepares a three-year full-time equivalency (FTE) analysis to determine the needed academic positions for the following academic year. The FTE analysis should be revisited annually and should consider factors such as number of sections need to be offered based on number of students, faculty work load analysis, needs for new programs, administrative release, research release, strategic plan, and results from the different process such as student learning outcomes system and academic program review.
2. With the FTE analysis, the department (unit) submits the appropriate forms (either Full-time Position Authorization Form or Visiting/part-time academic position approval form) to the dean/director for every position needed.
3. The dean/director reviews the FTE analysis and requested positions, and determine appropriate action. The dean may utilize a college level committee or his /her associate dean whatever works better for the college. The dean/director will meet with each department head (director of unit) to finalize the needed positions.
4. The FTE and appropriate forms will be submitted to the VPAA for approval. The VPAA will review the documents and meet with the appropriate dean to approve agreed upon positions. The VPAA will provide HR with all approved positions to upload on the QU on-line recruiting system and to advertise based on the department/college/unit request.
5. Every department (unit) establishes a "Search and Screen Committee." The purpose of this committee is twofold. First, committee members should be actively searching for appropriate candidates for the position(s) needed. Second, the committee should screen applicants to determine the best fit for the programs.
6. The committee should set clear standards for recruiting such as:

a. Find most qualified candidates.
  b. Recruit Qatari faculty when available.
  c. Review distribution of academic ranks (i.e. assistant, associate, professor).
  d. Bring diversity to the university in terms of experience, qualifications, education, and schools of thoughts.
  e. Apply equal opportunity employment principles regardless of gender, race, nationality, or beliefs.
  f. Recruit faculty who are proficient in the use of information technology.
  g. Proficiency in Arabic and English language skills (based on specialization).
  h. Hire faculty who have excellence and diverse teaching methodologies (interactive learning, case studies, lecturing, and teamwork).

7. The department/unit screen and search committee identifies finalists for the positions. The committee should conduct interviews with short-listed applicants using either telephone, Skype, or other available technologies, or direct face-to-face if needed.

8. During the interview, search and screen committee should try to form a judgment regarding effectiveness of teaching, research productivity and commitment to service. The committee should keep in mind that the interview has twofold; first, convincing the applicant that QU is the place to be by mentioning some of the benefits of teaching/research at Qatar University including the classrooms, technology, research grants, and others. Second, the committee should make sure to set the expectations of a new faculty member in terms of teaching, research, and service. Finally, the committee should give the candidate sometime to speak his/her mind about the various issues and ask questions. Sample of interview questions as well as other important information about conducting the interview can be found in Qatar University "Interviewing Techniques and Tips."

9. The department Screen and Search Committee completes the interview form to determine the best-fit applicant(s) for the position. The committee will submit its recommendation report to the department/unit head.

10. The department head reviews the recommendations of the short-listed applicants. The department head may meet with the committee to discus the recommended applicants. The head will make sure all paperwork is complete and will forward the approved applicants to the college dean.

11. The college dean utilizes a college level committee for recruiting faculty members (or associate deans or any other mechanism that fits the college). The dean or his/her designate will negotiate the approved financial package with applicants and submit the candidates to the VPAA office for the final approval. Colleges/units must submit with the application the following supporting documents:

  a. Contract Information (length, type, starting term, suggested title and salary)
  b. Recommendation Letter from the appropriate department/unit
  c. Candidate CV
  d. Candidate Letter of Interest
  e. Interview Report
  f. Reference Letters (at least two)
  g. Faculty Credential Form
  h. Copy of the Latest Terminal Degree
  i. Other supporting documents

12. The VPAA, upon receiving the applicants, reviews and if approved issues a formal offer to the candidate. The VPAA may utilize any mechanism that fit the office needs.

13. Upon accepting the job offer, the following should be done:
  a. VPAA sends the paperwork of the candidate to the appropriate departments (i.e. HR and appropriate dean).

b. Human resources department will inform all appropriate departments within QU, including housing, immigration, IT, …

c. Academic department/unit assigns a mentor to the faculty member to start communicating with candidate and resolve any possible issues or concerns;

d. Department head assigns teaching load and e-mail the applicant his/her teaching assignment for the first semester. Head or designated person should e-mail course specific materials such as course syllabus to the candidate.

14. Each college/unit should review their recruiting process to identify areas to improve and increasing efficiency of the process.

15. Screen and search committees, department head, and deans should always look at the long-term consequences of hiring; preference should be given to long-term issues.

16. VPAA office should review the recruiting process annually. Based on the review, an annual report should be generated identifying areas for improvements and best practices.