



# University of North Alabama

## Employee Policy Manual and Handbook

### Appendix A

#### Center Director Appointment Procedures

1. Identification of Search Committee. Search committees will be formed by the cost center head/dean to whom the center reports. The search committee shall select its chair.
2. Development of Job Advertisement. The committee, in consultation with the cost center head/dean, shall write an internal job advertisement that represents the position and post on campus as needed.
3. Receipt of Applications. All applications and supporting materials will be received by the search committee.
4. Review of Applications/Interview. The search committee shall specify criteria to be used to evaluate all applicants. Using these criteria, the committee shall review all applications for the position and select candidates for interview. With the concurrence of the cost center head/dean, interviews will be conducted as needed.
5. Final Evaluation of Candidates and Recommendation for Hiring. Upon conclusion of interviews and deliberations, the search committee shall recommend candidate(s) to the cost center head/dean for the position. The cost center head/dean will endorse the recommended candidate for submission to the appropriate Vice President, who will notify the successful candidate via letter.