

Procedure #	AA-403-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Faculty Recruitment Procedures

1. Chairs, based on the recommendations of the Department Academic Committee and Council, are requested to prepare a list of the manpower needs, along with the job assessment criteria and the required qualifications of the prospective candidates (as approved by the Department Council), no later than the 10<sup>th</sup> week of the second semester of each academic year.
2. Departmental needs and recommendations shall be reported to the Dean's office within one week from the Department Council meeting.
3. The respective Dean assesses the recommendations of the department councils and reports his/her own recommendations, along with the department councils' recommendations, to the Chancellor's office.
4. Upon approval, a list of the vacant positions, together with job specifications with regard to qualifications and expertise, is submitted to the HR department.
5. To secure transparency and equal opportunities among candidates, the HR department is responsible for coordinating all recruitment activities for FBSU, including vacancy announcements in local newspapers and media outlets.
6. Job vacancies announcements should precisely state job vacancies, job requirements, the starting date and the deadline for accepting applications, the online portal for applications, and the contact information for any enquiries.
7. Upon the deadline, the HR Director submits all the relevant applications to the respective deans.
8. The department council forms an internal committee to examine all the applications, prepares a shortlist based on the approved criteria, interviews the applicants, and prepares reports containing the nominated candidates listed in a descending order (highest to lowest).
9. The Department Chair submits the Department Council recommendations regarding the nominated candidates to the Dean.
10. Upon the College Council approval, the Dean refers the recommendations with regard to the nominated candidates to the Chancellor.
11. The Chancellor refers the recommendations of the College Council to the Academic and Scientific Council.
12. Upon the approval of the Academic and Scientific Council, the recommended candidates are reported to the University Council for approval.

## FACULTY RECRUITMENT POLICY

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13. The approved lists of candidates are to be referred to the HR department, which is responsible for shouldering the remaining administrative procedures to ensure that candidates finalize the procedures and join FBSU on a timely manner.
14. In case of a last-minute cancellation on the part of the candidates, the next shortlisted candidate is immediately contacted by the HR department to replace them in coordination with the respective dean.

### Related Documents

1. Application Form (AA-403-F01)