

FACULTY BEST PRACTICES

OFFICE OF THE PROVOST

July 23, 2024

Amanda Malone, CPA

Director, Provost Human Resources & Budget



EVERYDAY EXCELLENCE

EMBRACING INNOVATION

2024 AUHR CONFERENCE

AGENDA AND DISCLAIMERS



FACULTY



TUESDAY, JULY 23

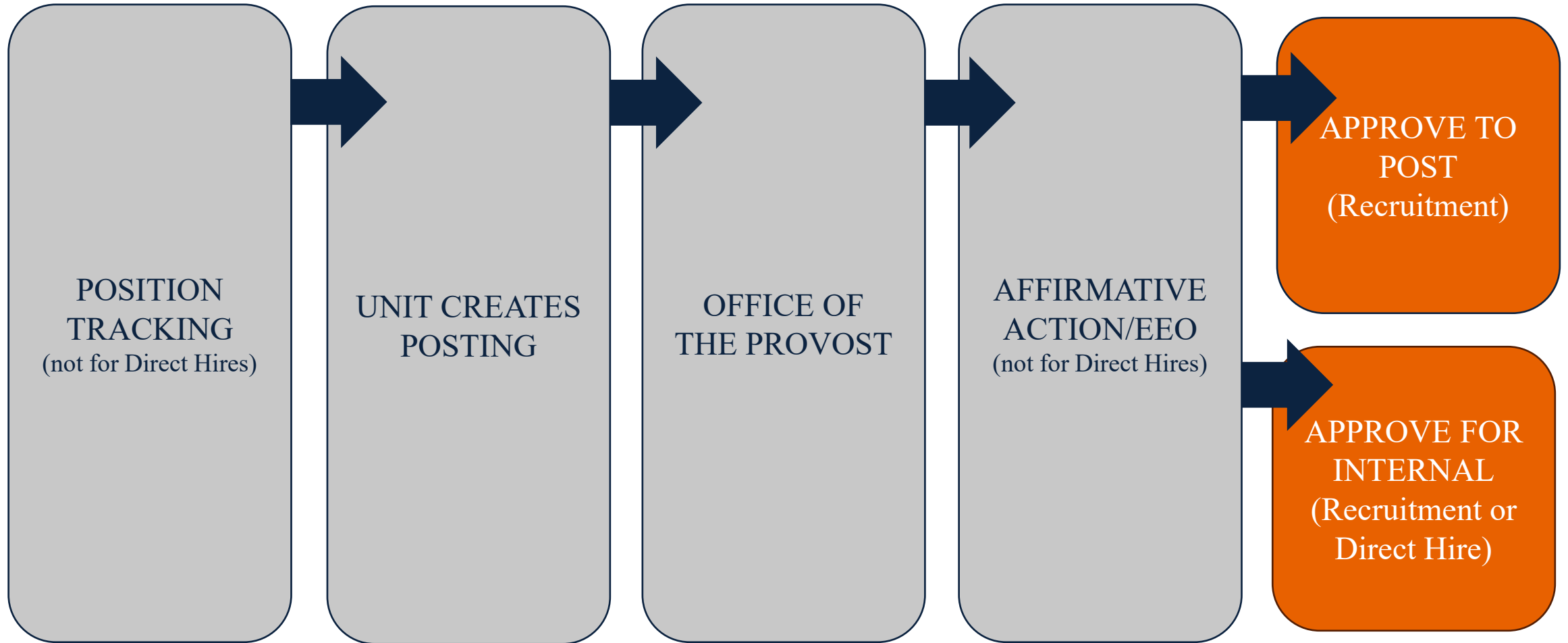


TIME IS LIMITED.

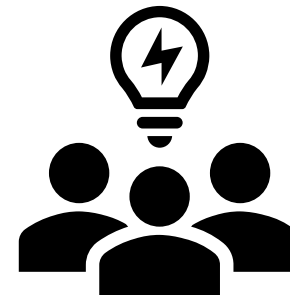
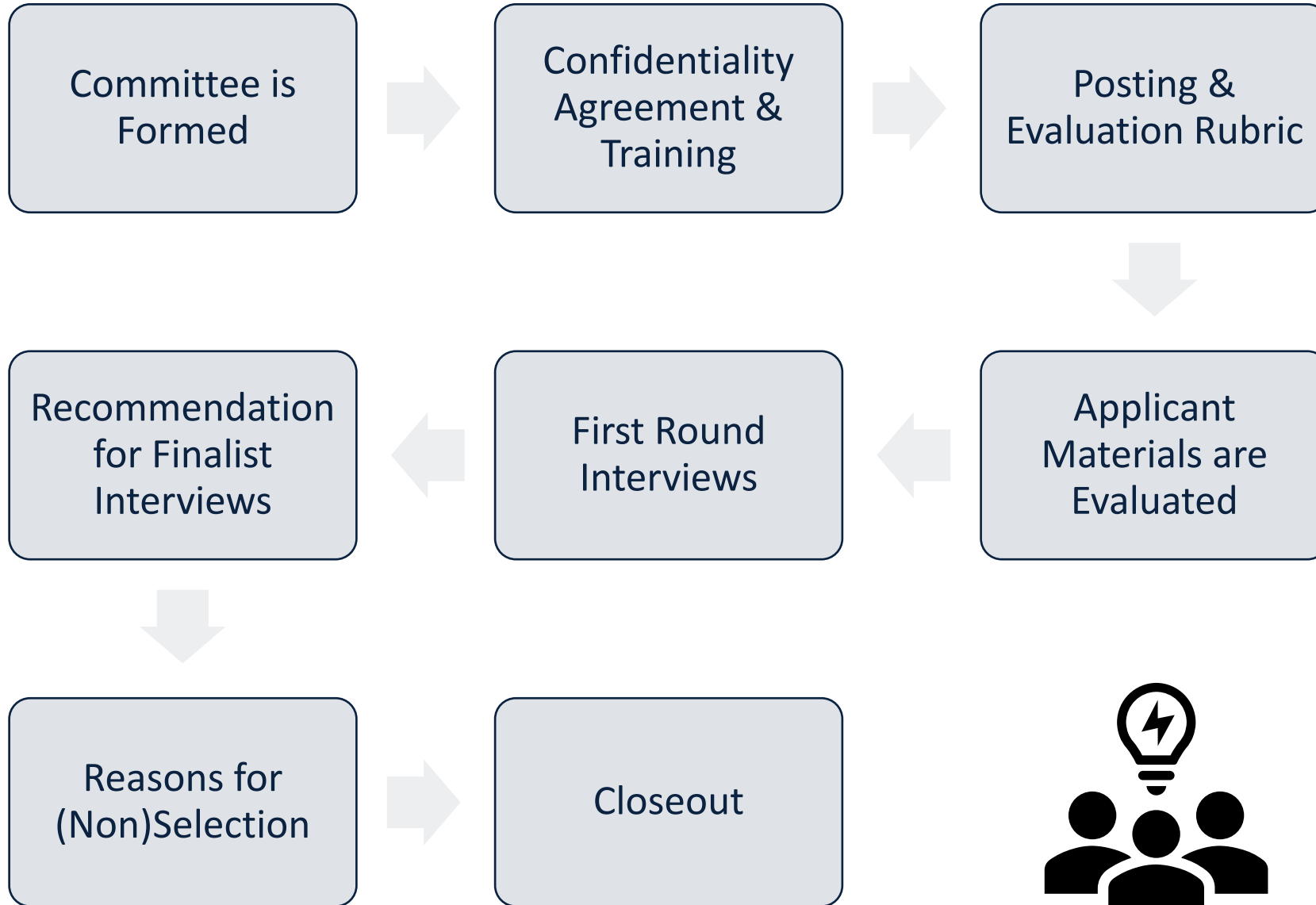
RECRUITMENT



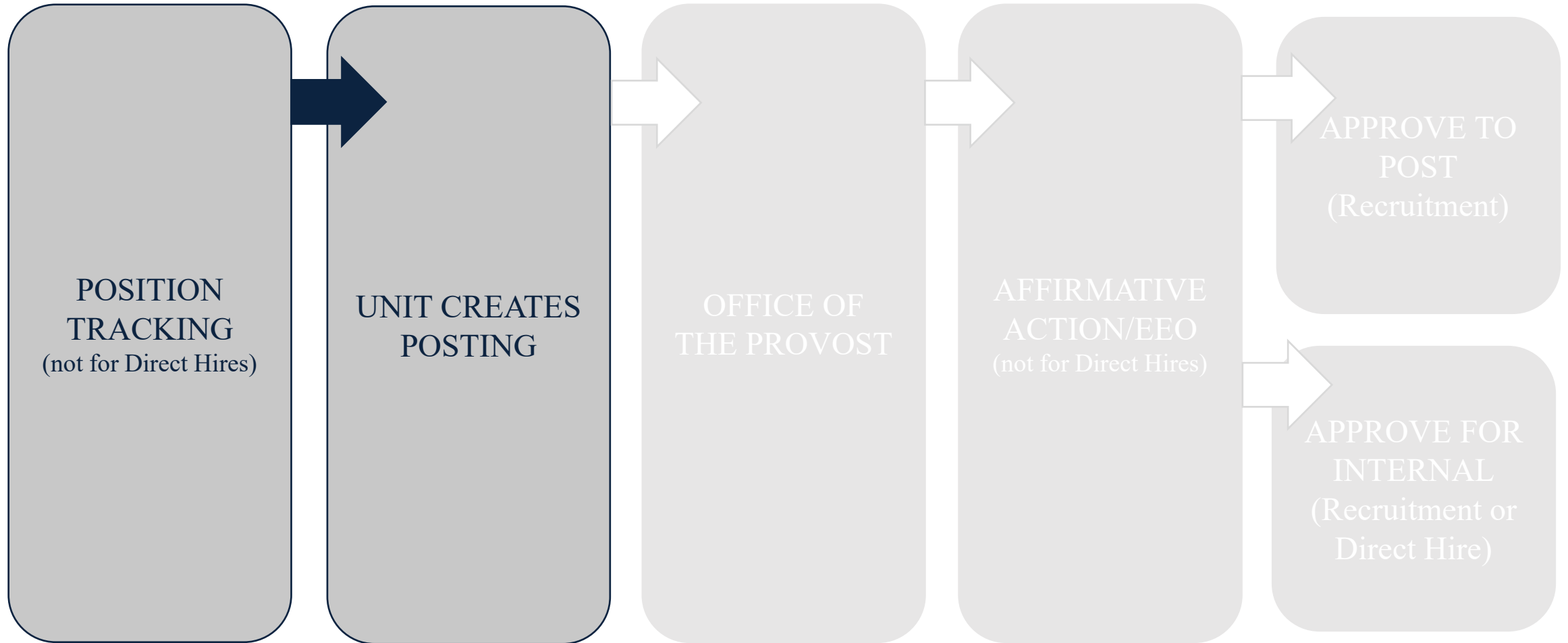
FACULTY POSTING WORKFLOW



BEST PRACTICES FOR SEARCH COMMITTEES



FACULTY POSTING WORKFLOW



JOB ANNOUNCEMENT

“POSTING” “ANNOUNCEMENT” “ADVERTISEMENT”

Job Description

Job Title	Assistant/Associate Professor
Posting Number	P0767F
Position Summary Information	
Job Description Summary	<p>The Auburn University Department of Industrial & Systems Engineering (ISE) invites applications for an open rank tenure-track position in the field of operations research with an anticipated start date of August 2023. Position is open to all sub-fields of applied operations research and analytics, with particular interest in: 1) discrete-event simulation ; 2) applications, among others, in cyber-security and cyber-physical systems, supply chains and logistics, transportation systems, manufacturing and service operations, military and security systems, telecommunications and networks; 3) data analytics and machine learning for decision making; 4) deterministic optimization methods.</p> <p>The successful candidate will be expected to establish a strong extramurally-funded research program, teach undergraduate and graduate courses, contribute to mentoring students, will participate in outreach and provide service to the department, college, and university. The successful candidate is expected to bring experience, innovation, enthusiasm and leadership to the Department of Industrial and Systems Engineering. Salary will be commensurate with experience and qualifications.</p>
Minimum Qualifications	<p>Eligible candidates must hold an earned doctorate in Industrial Engineering or a closely related engineering discipline at the time of employment. Candidates selected for these position must be able to meet eligibility requirements to work in the United States at the time of employment and continue working legally for the proposed term of employment.</p>
Desired Qualifications	
Special Instructions to Applicants	<p>Recommendation letters should be provided only upon request from the search committee. Review of applications will begin October 15, 2022 and continue until a candidate has been identified.</p>



Job Title	Assistant/Associate Professor
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Position Summary Information	
Job Description Summary	<p>The Auburn University Department of Industrial & Systems Engineering (ISE) invites applications for an open rank tenure-track position in the field of operations research with an anticipated start date of August 2023. Position is open to all sub-fields of applied operations research and analytics, with particular interest in: 1) discrete-event simulation ; 2) applications, among others, in cyber-security and cyber-physical systems, supply chains and logistics, transportation systems, manufacturing and service operations, military and security systems, telecommunications and networks; 3) data analytics and machine learning for decision making; 4) deterministic optimization methods.</p> <p>The successful candidate will be expected to establish a strong extramurally-funded research program, teach undergraduate and graduate courses, contribute to mentoring students, will participate in outreach and provide service to the department, college, and university. The successful candidate is expected to bring experience, innovation, enthusiasm and leadership to the Department of Industrial and Systems Engineering. Salary will be commensurate with experience and qualifications.</p>
Minimum Qualifications	<p>Eligible candidates must hold an earned doctorate in Industrial Engineering or a closely related engineering discipline at the time of employment. Candidates selected for these position must be able to meet eligibility requirements to work in the United States at the time of employment and continue working legally for the proposed term of employment.</p>
Desired Qualifications	
Special Instructions to Applicants	<p>Recommendation letters should be provided only upon request from the search committee. Review of applications will begin October 15, 2022 and continue until a candidate has been identified.</p>

HigherEdJobs®



THE CHRONICLE
OF HIGHER EDUCATION

indeed



RECRUIT MILITARY®

Assistant/Associate/Full Professor

Employer

Auburn University

Location


Auburn, Alabama, United States

Salary

Salary Not Specified

Date posted

Jun 14, 2024



Apply on website

View more

Save

Send job

Job Description Summary

The Department of Aerospace Engineering at Auburn University invites applications for multiple **open rank tenure-track faculty positions (Assistant, Associate or Full Professor)** . Applications are invited in all areas related to aerospace engineering. Candidates are *especially encouraged to apply* with expertise in: flight mechanics, control systems, aerospace design, and space engineering; and aerospace structures, materials, and manufacturing. Candidates will be expected to fully contribute to the department's mission through (i) the development of a strong, nationally recognized, funded research program, (ii) teaching aerospace engineering related courses at both the undergraduate and graduate level, and (iii) professional service. Successful candidates will have a demonstrated track record of scholarship, a creative vision for research, an active interest in engineering education, and excellent written and interpersonal communication skills. For applications at the rank of Associate or Full Professor, an emphasis will be placed on the strength and caliber of the candidate's existing research program and the candidate's ability and desire to provide mentorship and leadership to junior faculty members in a rapidly growing department.

Minimum Qualifications

Candidates must have an earned Ph.D. in aerospace, mechanical, electrical engineering, or a closely related field at the time of employment. The selected candidate must meet eligibility requirements to work in the United States at the time the appointment is scheduled to begin and continue working legally for the proposed term of employment. The selected candidate must possess excellent written and interpersonal communication skills.

Desired Qualifications

Special Instructions to Applicants

Candidates should log in and submit a cover letter, CV, research vision, teaching philosophy, statement on diversity, equity and inclusion, and three references at <https://www.auemployment.com/postings/46133> . Cover letters may be addressed to: Dr. Brian



Assistant/Associate/Full Professor

Posting Details

Position Information	
Job Title	Assistant/Associate/Full Professor
Posting Number	P1752F
Position Summary Information	
Job Description Summary	The Department of Aerospace Engineering at Auburn University invites applications for multiple open rank tenure-track faculty positions (Assistant, Associate or Full Professor) . Applications are invited in all areas related to aerospace engineering. Candidates are <i>especially encouraged to apply</i> with expertise in: flight mechanics, control systems, aerospace design, and space engineering; and aerospace structures, materials, and manufacturing. Candidates will be expected to fully contribute to the department's mission through (i) the development of a strong, nationally recognized, funded research program, (ii) teaching aerospace engineering related courses at both the undergraduate and graduate level, and (iii) professional service. Successful candidates will have a demonstrated track record of scholarship, a creative vision for research, an active interest in engineering education, and excellent written and interpersonal communication skills. For applications at the rank of Associate or Full Professor, an emphasis will be placed on the strength and caliber of the candidate's existing research program and the candidate's ability and desire to provide mentorship and leadership to junior faculty members in a rapidly growing department.
Minimum Qualifications	Candidates must have an earned Ph.D. in aerospace, mechanical, electrical engineering, or a closely related field at the time of employment. The selected candidate must meet eligibility requirements to work in the United States at the time the appointment is scheduled to begin and continue working legally for the proposed term of employment. The selected candidate must possess excellent written and interpersonal communication skills.
Desired Qualifications	
Special Instructions to Applicants	Candidates should log in and submit a cover letter, CV, research vision, teaching philosophy, statement on diversity, equity and inclusion, and three references at https://www.auemployment.com/postings/46133 . Cover letters may be addressed to: Dr. Brian Thurow, Search Committee Chair, 211 Davis Hall, Auburn University, AL 36849. To ensure full consideration, candidates should apply before August 1, 2024 although applications will be accepted until the positions are filled. The successful candidate must meet eligibility requirements to work in the U.S. at the time the appointment begins and continue working legally for the proposed term of employment.
Posting Detail Information	
Open Date	06/14/2024
Close Date	
EEO Statement	AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.
Open Until Filled	Yes
References required for this position?	Yes



Career Center Home / Search Jobs / Open Rank Faculty Positions, Aerospace Engineering / Print Job

Print

Open Rank Faculty Positions, Aerospace Engineering

Auburn University
Auburn, Alabama, United States • (On-Site)

Spotlight Preferred Member Company

Posted 27 days ago

Job Type

Full-Time

Industry

Engineering

Min Education

Doctorate

Job Function

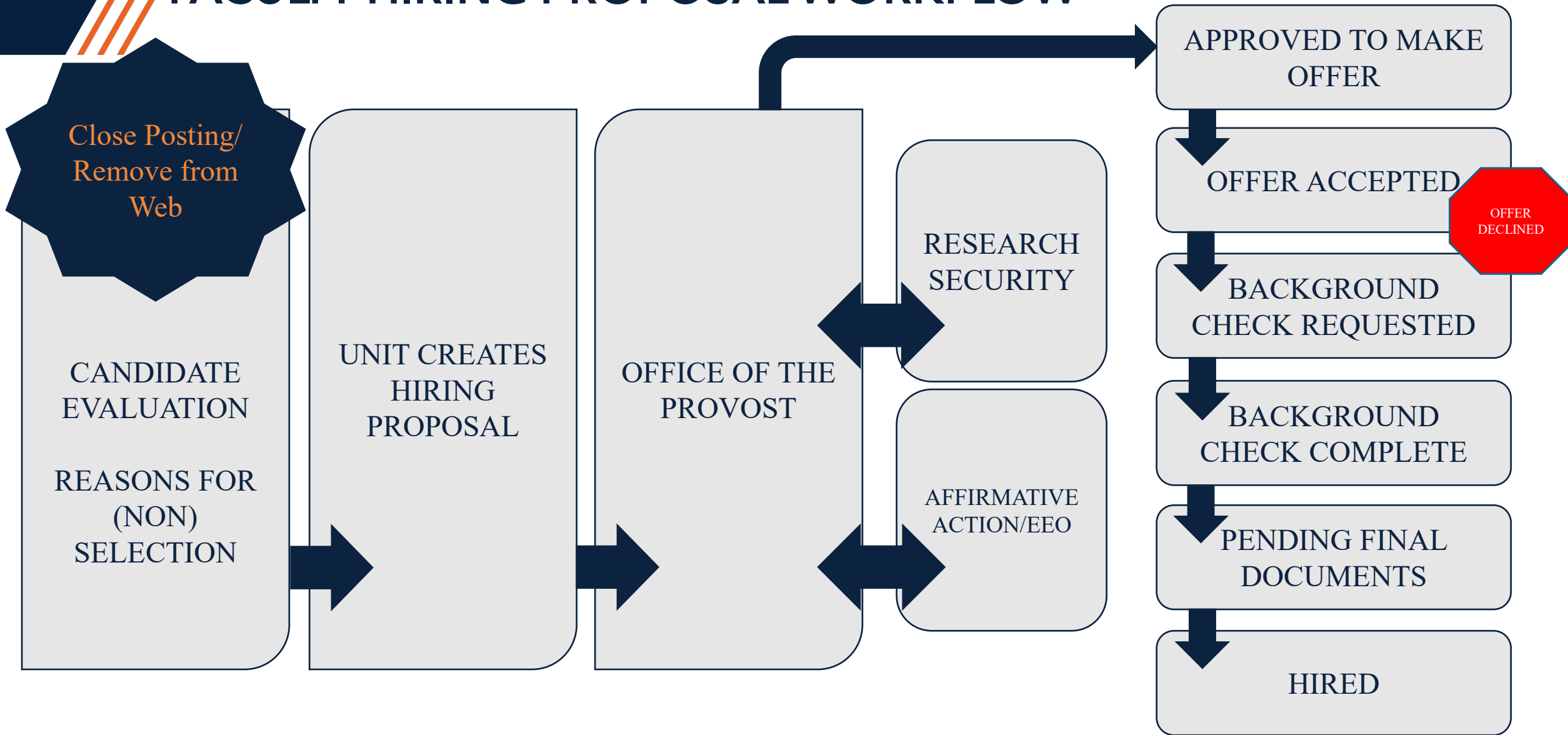
Education/Teach...

Description

The Department of Aerospace Engineering at Auburn University invites applications for multiple **open rank tenure- track faculty positions (Assistant, Associate or Full Professor)**. Applications are invited in all areas related to aerospace engineering. Candidates are *especially encouraged to apply* with expertise in: flight mechanics, control systems, aerospace design, and space engineering; and aerospace structures, materials, and manufacturing. Candidates will be expected to fully contribute to the department's mission through (i) the development of a strong, nationally recognized, funded research program, (ii) teaching aerospace engineering related courses at both the undergraduate and graduate level, and (iii) professional service. Successful candidates will have a demonstrated track record of scholarship, a creative vision for research, an active interest in engineering education, and excellent written and interpersonal communication skills. For applications at the rank of Associate or Full Professor, an emphasis will be placed on the strength and caliber of the candidate's existing research program and the candidate's ability and desire to provide mentorship and leadership to junior faculty members in a rapidly growing department. Candidates must have a Ph.D. in aerospace engineering, mechanical engineering, electrical engineering, or a closely related field at the time of employment.

The Department of Aerospace Engineering at Auburn University is in the midst of unprecedented growth with overall enrollment increasing by over 85% in last eight years to 759 students. This growth has been complemented by aggressive faculty hiring with the department now consisting of four full professors, six associate professors, five assistant professors and two lecturers. Our current focus is on the development of world-class research programs and growth of the graduate program. The department is part of the Samuel Ginn College of Engineering, which has a total enrollment of over 6,200 students and is home to several nationally recognized research centers, which includes the National Center for Additive Manufacturing Excellence (NCAME), Center for Polymer, Advanced Composites (CPAC), Center for Advanced Vehicle and Extreme Environment Electronics (CAVE3), Auburn University Small Satellite Program, and Cyber Research Center. Auburn University's proximity to the aerospace, defense, and government enterprises located from Huntsville, AL down

FACULTY HIRING PROPOSAL WORKFLOW



FACULTY QUALIFICATIONS

POLICY ON DOCUMENTATION OF MINIMUM TEACHING QUALIFICATIONS FOR INSTRUCTORS OF RECORD

Official Transcript from Auburn University. The document shows a table of courses with columns for Course Number, Title, Credits, Grade, and Term. The student's name is Michael J. Patten. The transcript is signed by the Registrar.

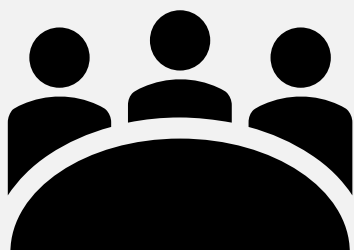
Doctoral or
Master's
Degree



18 Hours of
Graduate
Coursework



Alternative
Evidence



FACULTY QUALIFICATIONS COMMITTEE

DR. MARK DEGOTI, CHAIR



Faculty Qualifications Form

Desired Instructor of Record *

Last Name, First Name

Desired Instructor AU Email *

Semester(s) *

Course Information

Courses To Be Taught *

List full course title. Ex., MUSI 2730 - Appreciation of Music. If more than one course is taught, include each one.

Course Description *

Use Bulletin course description. Also provide primary goal(s) for the course. Include 2-3 related student learning outcomes for context.



INTERNATIONAL DEGREE AUTHENTICATION

EFFECTIVE JANUARY 2024



SPANTRAN
NACES-APPROVED
PROVIDER



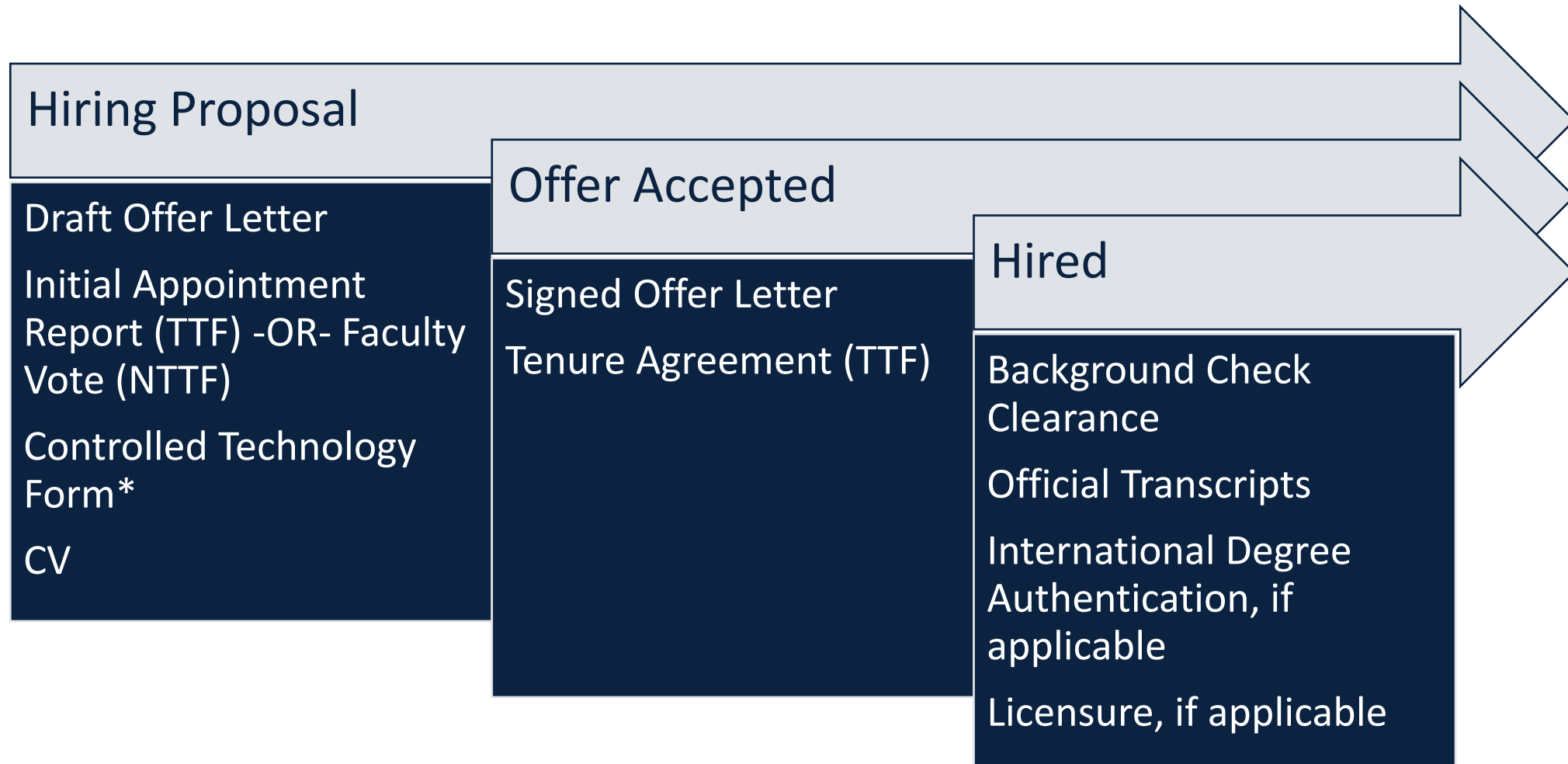
DEGREES ISSUED
FROM INSTITUTIONS
OUTSIDE THE US



APPLIES TO
INSTRUCTOR OF
RECORD*

REQUIRED DOCUMENTS

WWW.AUBURN.EDU/ACADEMIC/PROVOST/POLICIES-GUIDELINES/



*Required for foreign nationals

OFFER LETTER TEMPLATES

TENURE TRACK OFFER LETTER

Dear _____:

We are pleased to extend you an offer of employment as _____ in the Department of _____. This offer includes a base salary of \$_____ paid in _____ installments on the _____ day of the month.

Your position as _____ is a tenure-eligible position beginning on _____. Your appointment is probationary, and you will be reviewed annually at which time you will be informed as to your progress regarding tenure and promotion.

A faculty member who has no prior service counting towards tenure must be considered for tenure no later than the beginning of the sixth year of the faculty member's probationary period unless they have waived consideration. Therefore, the latest possible academic year you could be considered for tenure is 20____ - 20____. The precise terms and conditions of promotion and tenure are set forth in the [Faculty Handbook](#).

A comprehensive transition allowance in the amount of \$_____ will be paid in lieu of moving, relocation and employment transition cost reimbursement and/or payment. The allowance will be paid to you during your first month of employment. It will be processed as additional taxable compensation through the payroll system with all applicable taxes and FICA amounts deducted.

Your responsibilities in this position include _____.

This appointment has been approved by the [Provost](#), and your employment is subject to all rules, regulations, and policies of the university, including those set forth in college and departmental guidelines. It is your responsibility to be aware of the policies and procedures that may apply to you. University policies can be found here: <https://sites.auburn.edu/admin/universitypolicies/Pages/Home.aspx>. Further information concerning college and departmental guidelines and your privileges and duties as a faculty member can be obtained by contacting your Department Head.

This offer of employment is contingent upon your ability to provide satisfactory documentation verifying your eligibility to work in the United States and official transcripts of the relevant academic degrees.

This offer of employment is also contingent upon completion of a satisfactory background check. Please visit this [link](#) for guidance regarding the information you may need to complete the online background check process. You will receive an email from Truescreen, Inc. (applicationstation@truescreen.com) entitled *Background Investigation Forms Requested*. Please follow the instructions within this email to complete your portion of the background check process.

NON-TENURE TRACK OFFER LETTER

Dear _____:

We are pleased to extend you an offer of employment as _____ in the Department of _____. This is a non-tenure track appointment. This offer includes a base salary of \$_____ paid in _____ installments on the _____ day of the month.

This appointment is continuing beginning on _____. You will be reviewed annually toward your fulfillment of the responsibilities of this position, as they are stated in this letter, and as they are changed over time.

A comprehensive transition allowance in the amount of \$_____ will be paid in lieu of moving, relocation and employment transition cost reimbursement and/or payment. The allowance will be paid to you during your first month of employment. It will be processed as additional taxable compensation through the payroll system with all applicable taxes and FICA amounts deducted.

Your responsibilities in this position include _____.

This appointment has been approved by the [Provost](#), and your employment is subject to all rules, regulations, and policies of the university, including those set forth in college and departmental guidelines. It is your responsibility to be aware of the policies and procedures that may apply to you. University policies can be found here: <https://sites.auburn.edu/admin/universitypolicies/Pages/Home.aspx>. Further information concerning college and departmental guidelines and your privileges and duties as a non-tenure track faculty member can be obtained by contacting your Department Head.

This offer of employment is contingent upon your ability to provide satisfactory documentation verifying your eligibility to work in the United States and official transcripts of relevant degrees.

This offer of employment is also contingent upon completion of a satisfactory background check. Please visit this [link](#) for guidance regarding the information you may need to complete the online background check process. You will receive an email from Truescreen, Inc. (applicationstation@truescreen.com) entitled *Background Investigation Forms Requested*. Please follow the instructions within this email to complete your portion of the background check process.

POSTDOCTORAL FELLOW OFFER LETTER

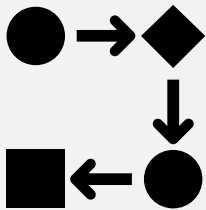


ONLINE RESOURCES



**FACULTY RECRUITMENT
& DIRECT HIRES**

PROCEDURES



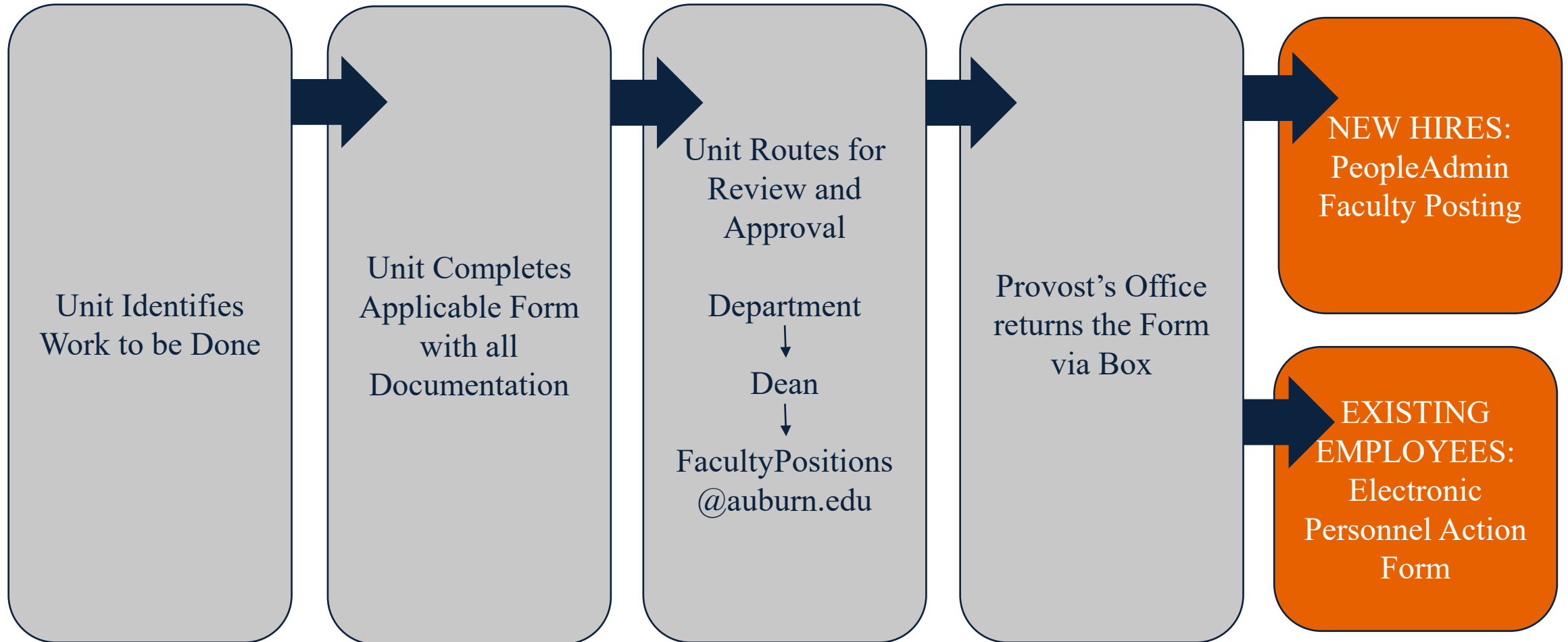
**FORMS & OFFER LETTER
TEMPLATES**



COMPENSATION



DIRECT HIRE AND COMPENSATION FORMS WORKFLOW



NEW FORMS ARE AVAILABLE

SPRING 2024

REQUEST FOR PART-TIME FACULTY APPOINTMENT WITHOUT RECRUITMENT

**REQUEST FOR PART-TIME FACULTY
APPOINTMENT WITHOUT RECRUITMENT FORM
(PROV-200)**

Banner ID: _____ Name: _____
Last First Middle

☐ New Hire (never employed by Auburn University; Direct Hire in PeopleAdmin)
☐ Retiree (retired from Auburn University; Direct Hire in PeopleAdmin)
☐ Current Part-Time Employee (submit an Electronic Personnel Action Form)
☐ Foreign National (please contact the Office of International Programs for work authorization)

Please complete the following fields. The semi-monthly/monthly rate should be the actual amount to be paid to the employee per payroll period. See instructions for calculations of FTE, hours per pay, and salary.

Home Org: _____ Home Dept: _____
Supervisor's Position #: _____ Supervisor's Banner ID #: _____
Timesheet ORGN: _____ Division: _____ Location ID: _____
Begin Date: _____ End Date: _____
Position #: _____ Suffix: _____ Title: _____
FTE: _____ Hours per Pay: _____ Semi Monthly Rate: \$ _____ Monthly Rate: \$ _____
Total Semester Salary: \$ _____ Annual Salary: \$ _____ FOP: _____

Please complete the table below for the courses this faculty member will be teaching:

Course Prefix and Number*	Course Section	Course Title	Credit Hours	Does this course fulfill General Education Requirements? (yes/no)	Is this a required Core or Major course? (yes/no)

*If teaching a 6xxx/xxxx/8xxx level course, does faculty member have Graduate Faculty Status? ☐ Yes ☐ No

Attach the following supporting documentation:

If this faculty member has taught the course(s) listed above in a previous term, please attach P2RFAC2 exported from Banner®. Official transcripts of all graduate coursework must be retained in the department. **OR** If this faculty member has not taught the course(s) listed above in a previous term, please attach both of the following:

- Current CV
- Official transcripts of all graduate coursework

Approval Signatures

Department Signature: _____ Date: _____ Dean's Office Signature: _____ Date: _____
Provost's Office Signature: _____ Date: _____

Date Prepared: _____ Prepared by: _____ Phone #: _____

REVISED FEBRUARY 2024 |

REQUEST FOR COMPENSATION FOR TEACHING OVERLOAD FORM

**REQUEST FOR COMPENSATION FOR
TEACHING OVERLOAD FORM**

Banner ID: _____ Name: _____
Last First Middle

Faculty Classification: ☐ Tenured/Tenure Track ☐ Non-Tenure Track
If Tenure Track, is Faculty Member Tenured: ☐ Yes ☐ No ☐ N/A (NTTF)

Please complete the following fields. The semi-monthly/monthly rate should be the actual amount to be paid to the employee per payroll period. See instructions for calculations of FTE, hours per pay, and salary.

Home Org: _____ Home Dept: _____
Timesheet ORGN: _____ Division: _____ Location ID: _____
Begin Date: _____ End Date: _____ Earn Code: FOL
Position #: _____ Suffix: _____ FTE: _____ Hours per Pay: _____
Semi-Monthly Rate \$ _____ Monthly Rate \$ _____ Total Semester Salary: \$ _____

Please complete the table below for the courses this faculty member will be teaching as an Overload:

Course Prefix and Number*	Course Section	Course Title	Credit Hours	Does this course fulfill General Education Requirements? (yes/no)	Is this a required Core or Major course? (yes/no)

*If teaching a 6xxx/xxxx/8xxx level course, does faculty member have Graduate Faculty Status? ☐ Yes ☐ No

Explain why this course is being taught as an overload: _____

CERTIFICATION:
In accordance with the Auburn University Conflict of Interest Policy and the Financial Conflict of Interest Policy for Research and Related Activities, I certify that the above activities will not create or involve conflicts of interest or conflicts of commitment with any of my Auburn University activities, roles, and responsibilities including, but not limited to, research, teaching, outreach, service, extension, administrative duties, and committees. I further certify that the above activities will not involve supervision or decisions regarding employment, academic, research, management, or committees with respect to any of my relatives within the fourth degree of affinity or consanguinity, according to the Auburn University nepotism Policy and nepotism Policy for Research and Sponsored Activities.

I hereby agree to provide this overload course(s) and certify that provision of this overload course will not adversely affect my normal full-time responsibilities. Moreover, I certify that I am eligible for overload assignment and compensation in accordance with departmental workload policies.

Faculty Member's Signature: _____ Date: _____

CERTIFICATION:
I certify that the above course(s) is/are needed and must be offered as an overload. Moreover, I certify that all Provost requirements for offering this course have been met and will be maintained.

Department Signature: _____ Date: _____

Approval Signatures

Dean's Office Signature: _____ Date: _____ Provost's Office Signature: _____ Date: _____
Date Prepared: _____ Prepared by: _____ Phone #: _____

REVISED FEBRUARY 2024 |

ELECTRONIC PERSONNEL ACTION FORMS UPDATES AND REMINDERS

**EFFECTIVE
SUMMER 2024**
PAYS &
FACTORS ARE
LOCKED

UNIT IS
RESPONSIBLE
FOR **TERMJB**
TEMPORARY/
PART-TIME JOBS

DEFAULT
EARNINGS END
DATE IS **FIRST
DAY AFTER** THE
LAST PAY DATE

FACULTY
POSITIONS
@AUBURN.EDU

NBAPOSN

ALL POSITION
ATTRIBUTES

NBAPBUD

BUDGET
ATTRIBUTES

NBAJOBS

ALL JOB
ATTRIBUTES

PEAFAC

FACULTY RANK
AND TENURE
RECORDS



FALL FACULTY APPOINTMENTS AND EPAFS

REQUEST FOR PART-TIME FACULTY APPOINTMENT WITHOUT RECRUITMENT

For guaranteed processing, PROV200s are due to the Provost's Office by **4:45 on Monday, July 22, 2024**

ELECTRONIC PERSONNEL ACTION FORMS (EPAF)

For guaranteed processing, EPAFs and Direct Hire Postings are due to the Provost's Office by **4:45 on Monday, August 5, 2024**

Refer to Payroll Calendar for additional payroll dates.

HIRING PROPOSALS

Ensure all required documentation is included by **Monday, July 22, 2024**.

If pending final documents, email them to

FacultyPositions@auburn.edu.

For review, contact Michael Loyd or Amanda Malone.

RETENTION



EXAMPLES OF RETENTION PROGRAMS

PROMOTION & TENURE



*Excludes Tenure on Hire

FACULTY ANNUAL REVIEW



SALARY RECOMMENDATION

- Eligible employees in a unit who receive the same Overall Performance Indicator should receive the same merit. [for units that report to the Provost & Senior Vice President for Academic Affairs]
- Due July 29, 2024



RECOGNITION





EXAMPLES OF FACULTY RECOGNITION PROGRAM

**PRESIDENT'S
AWARD FOR
DISTINGUISHED
FACULTY
LEADERSHIP**

**ALUMNI
PROFESSORSHIP**

**ENDOWED
FACULTY
RECOGNITION
EVENT**

**PROVOST
AWARD FOR
FACULTY
EXCELLENCE IN
RESEARCH
MENTORING**

**CREATIVE
RESEARCH AND
SCHOLARSHIP
AWARDS**

**LEISCHUCK
ENDOWED
PRESIDENTIAL
AWARD FOR
EXCELLENCE IN
TEACHING**

**EMERGING
FACULTY
CREATIVE
RESEARCH &
SCHOLARSHIP**

SEC FELLOWS



AMANDA MALONE, CPA DIRECTOR, PROVOST HUMAN RESOURCES AND BUDGET

334.844.0280

MALONAD@AUBURN.EDU



AUBURN