

Educational Institute	American University of Malta
Category of Policy	<b>FM Search and Recruitment Process</b>
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### **Art.1: Defining the needs and requirements for teaching staff**

The recruitment process starts at least around 6 (six) months or one academic semester before the start of the new semester for Faculty members.

Each College raises its needs to the Dean. The needs and requirements related to new full-time faculty and part-time faculty members are presented to the Provost for validation.

The Provost, the Chair of the Faculty Search Committee, will present it to the Academic Council for approval.

The approved list of vacancies and requirements for them are forwarded to HR Department by the Chair of the Faculty Search Committee.

### **Art.2: Announcing vacancies for teaching staff**

The vacancy announcement made on the profile requirements must be made available on the international and local job markets with available for AUM resources (corporate AUM website, LinkedIn, Jobsplus, HigherEdJobs, etc).

Interested candidates are required to provide:

- A cover letter (including teaching and research philosophy)
- An updated Curriculum Vitae (including the list of courses taught at the graduate and undergraduate levels, links to Google Scholar and Scopus profile)
- Contact details of 3 (three) referees.

### **Art.3: Screening CVs**

All applications are received by HR Department and eligible candidates are forwarded to the Faculty Search Committee.

The Faculty Search Committee, in consultation with the respective Colleges nominates faculty representatives from the specific area of specialization to review the eligible CVs and shortlist the candidates.

The Faculty Search Committee selects the most qualified/experienced 3-5 candidates and forwards the list to the Provost, the Chair of the Faculty Search Committee, with their recommendations.

The Provost provides HR Department with the list of selected applicants to schedule interviews and

appoints Faculty Search Committee representatives for the Interview Panel.

#### **Art.4: Interviewing Panel**

Interviews are conducted by the Interview Panel, which consists of at least three people:

- Faculty Search Committee representative,
- College representative
- HR Department representative.

As an outcome, the Interview Panel prepares a report about interviewed candidates, with ranking and recommendations for hiring.

#### **Art.5: Vetting of final candidates**

Each final candidate should be vetted to work in AUM. Vetting based on the documents presented by candidates to HR Department:

- a police clearance from the country of current residence,
- educational certificates (translated into English if needed)
- recognition of terminal degree from MQRIC (Malta qualification recognition).

Candidates for part-time positions additionally should present **a letter of consent** from their current institution, specifying that there is no objection from their side having the respective person as part-time within AUM.

The reference checking of the final candidates is the responsibility of the Faculty Search Committee. The findings will be presented to the Academic Council.

#### **Art.6: Recommending final candidates to the appointing authority**

The Chair of the Academic Council will recommend the appointments of new faculty members to the University Council. The University Council will make the final decision.

Provost sends to HR Department information about approved new appointments and conditions for preparing Job offer for candidates.

#### **Art 7. Exemption in the recruitment process of teaching staff**

In specific/ emergency circumstances, Provost might make exceptional decisions, with prior approval of the President, in hiring teaching staff to cover the existing gaps. This is applicable only to appointing full-time or part- time teaching staff for the current semester.