

SCHOOL OF OPTOMETRY POLICY

Date Effective: December 15, 2025

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Responsible Party: Department of Optometry and Vision Science

Contact(s): Adam Gordon, OD, MPH, FAAO, Department of Optometry and Vision Science Chair

Policy and Procedure for Recruitment of Full-Time Faculty

Policy for recruitment of full-time faculty

- A Faculty Search Committee is formed when the Dean approves a new position or when an existing position needs to be replaced.
- The Deans Group (comprised of the executive leadership of the School) recommends faculty to serve on the committee based on the expertise and skills being sought (clinical, research, or both).
- Review UAB Resources for Administrators- Searches, Recruitment, & Hiring: Admin Resources | Faculty

Procedure for recruitment of full-time faculty

- The Department Chair asks the appropriate faculty to serve on the Faculty Search Committee and provides the committee charge and estimated timeline.
- The School's Human Resources Partner Generalist Lead creates the position(s) in the UAB electronic platform (UAB PeopleAdmin) along with the required job description with relevant details, and initiates internal and external advertisements as directed
- The Search Committee chair publicizes the position and communicates with potential candidates and applicants.
- The committee reviews the applications and invites qualified candidates for an initial interview, typically conducted virtually. If the initial interview is promising, the committee chair invites the candidate to UAB for an in-person visit and a second interview with the search committee and other appropriate individuals or groups. As part of the visit and interview process, candidates may give a lecture. The lecture is publicized in advance, and all faculty, students, and staff are invited to attend. After the lecture, attendees receive an electronic survey to rate the candidate's lecture and potential suitability for the position.
- The committee considers all the information on each candidate and votes on a recommendation to either hire or not hire. In some cases, the committee may be asked to submit a rank ordered list of candidates. The search committee chair sends the recommendation to the Department Chair and Dean.
- If the recommendation is positive and the Dean agrees, the Dean communicates with the candidate and sends an offer letter. If the recommendation is negative, the Dean notifies the candidate.