

## Faculty Search Process Guidelines

**Dean should have an initial conversation with Provost about each vacancy before initiating the search process.**

### **Preparing for the Search: (Estimated 5 Day Completion Time)**

- 1. Department Chair will complete Personnel Requisition and Utilization Report.
- 2. Department Chair submits the following to the Dean for approval:
  - a. *Personnel Requisition*  
(Approval order: Chair, Dean, Human Resources, Budget Office, Provost)
  - b. *Utilization Report (Attach to Personnel Requisition)*
  - c. *Recruitment Plan*
  - d. *Position Announcement*
  - e. *Evaluation Grid and Scoring Criteria*
- 3. The Dean approves and submits the forms from Step 2 to Human Resources for review. Including an electronic copy of the Position Announcement.

***Please Note: All search paperwork will be held in Human Resources until the Personnel Requisition is approved by all parties.***

### **Conducting the Search: (Estimated 33 Day Completion Time)**

- 4. Human Resources will conduct a salary analysis (based on CUPA information and salaries by college and department) and provide a salary range to Provost on Personnel Requisition, review forms from step 2, and send to Equity Issues for approval.
- 5. Equity Issues approves the forms from step 2. Equity Issues will discuss any changes with department and forward to Human Resources
- 6. Human Resources will obtain Dean and Chair's final approval of Position Announcement and places advertisement(s).
- 7. Human Resources will provide search committee training for committee.
- 8. Human Resources will send an Acknowledgement Letter and Voluntary Affirmative Action Information Survey Card to each candidate as their application materials are received.

### **Screening and Selection: (Estimated 30 Day Completion Time)**

- 9. Human Resources will pre-screen application materials for required qualifications and forward to search committee chairperson. (Employment Specialist will work with Department Chair to resolve any questions during pre-screening.) Application materials received after the "Full Consideration Review Date" will be retained in Human Resources as a second pool.

- 10. Each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria.
  - 11. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid.
  - 12. Search committee Chair prepares and submits to the Department Chair:
    - a. *Memo requesting to conduct telephone interviews\* with short list of the top-ranked candidates and explanation of choices.*
    - b. *Evaluation grid (master only)*
    - c. *Application materials for all candidates*
- \*Please note: Telephone interviews must be completed for Tenure Track and Administrators searches prior to bringing any out of town candidates to campus.***
- 13. The Chair and Dean approves and submits the forms from Step 12 to Human Resources for review.
  - 14. Human Resources will review materials, verify candidate's degrees are from a regionally accredited university and forward the file to Equity Issues for review.
  - 15. Equity Issues reviews the forms and certifies the pool of applicants from Step 12 and contacts the search committee Chair with any questions.
  - 16. Equity Issues approves the request for telephone interviews and forwards file to Human Resources.
  - 17. Human Resources contacts the search committee Chair with telephone interview approval.
  - 18. Search committee Chair schedules telephone interviews.
  - 19. Search committee conducts telephone interviews and each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria.
  - 20. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid.
  - 21. Search committee conducts reference checks for the candidates that they plan to request to bring to campus.
  - 22. Search committee Chair prepares and submits to the Department Chair:
    - a. *Memo requesting to conduct on campus interviews and explanation of choices. (Must address every candidate that was approved to be phone interviewed, regardless of whether or not phone interview was actually conducted. Memo must address budget justification for bringing candidates to campus.)*
    - b. *Evaluation grids (master only)*
    - c. *Application materials for all candidates*

***Note: A maximum of three candidates may be brought to campus.***

- 23. The Chair and Dean approves and submits the forms from Step 22 to Human Resources for review.
- 24. Human Resources will review materials and forward the file to Equity Issues for review.
- 25. Equity Issues reviews the forms from Step 22 and contacts the search committee Chair with any questions.
- 26. Equity Issues approves the request for interviews and forwards file to Human Resources.
- 27. Human Resources contacts the search committee chair with interview approval and discusses background check consent form and procedure. (HR to send e-mail reminder to search committee chair.) Note: If search is for the rank of Full Professor or administrator, remind search committee Chair that the Provost must interview candidates.
- 28. If search is for the rank of Full Professor or administrators, search committee Chair contacts the Provost's office to schedule candidate interviews with the Provost.
- 29. Search committee contacts the candidates to schedule interview, explains the Background Check Consent Form, and sends them the form.

***Please note:*** *The original, signed Background Check Consent form must be received by the **Hiring Department** before the candidates are interviewed.*

- 30. Search committee conducts the interviews.
- 31. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid based on the approved evaluation grid and scoring criteria.

**Hiring the Candidate:** *(Estimated 3 Day Completion Time)*

- 32. Search committee Chair prepares and submits to the Department Chair:
  - a. *Applicant Evaluation Memo.* (List Pros and Cons of every candidate that was approved to be interviewed on campus.) – Do Not Rank or Recommend to Hire
  - b. *Evaluation materials (summary only)*
  - c. *Application materials for all candidates*
- 33. The Chair and Dean submits memo addressed to Equity Issues requesting to hire (Memo should address why/why not a candidate is being chosen and if there are second, or third choices) and returns the complete search file to **Human Resources** including the forms from Step 32.
- 34. Human Resources will review materials and forwards file to Equity Issues for hire approval.
- 35. Equity Issues approves the hire, contacts Dean for justification (if needed) and returns file to Human Resources.
- 36. Human Resources will obtain approval to hire from Provost.

- 37. Human Resources will notify Dean of approval to hire and send contract recommendations form. (Remind Dean that any credit for prior service toward promotion and tenure has to be negotiated before hire.)
- 38. Dean or Dean's designee extends offer of employment.

39A. If **candidate accepts position:** the Dean notifies Human Resources that the offer has been accepted by returning the contract recommendations form. A formal letter of offer is issued by **Human Resources.**

39B. If **candidate declines position:**

- a. If a second candidate is identified in the request to hire memo, proceed with steps 36 through 39.
  - b. If a second candidate is not identified, the department Chair and Dean can identify a second candidate and request to hire (proceeding with steps 33 through 39), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.
- 40. Human Resources will send letters to unsuccessful candidates, closing the search.
  - 41. All original search materials must be returned to Human Resources for record retention as required by law.

#### **Completing the Hire:**

- 42. On or before the first day of employment, new hire must complete new hire paperwork in the Human Resources Office. Human Resources will provide a benefit orientation.
- 43. Human Resources will conduct a criminal background check.