

## Faculty Search Process Guidelines

**The Request for Replacement or New Faculty Member form must be approved by the Provost office before the search process can start.**

### Preparing for the Search:

1. Department Chair creates Personnel Requisition in NEOGOV for approval and uploads the following for approval:
  - a. *Recruitment Plan*
  - b. *Position Announcement*
  - c. *Evaluation Grid and Scoring Criteria*

### Conducting the Search:

2. Human Resources will post all job announcements after Personnel Requisition is approved through NEOGOV. Faculty job announcements are generally posted for 30 days.
3. Human Resources will provide search committee training for committees, if needed.
4. Applicants will apply via the NEOGOV system. Paper materials will not be accepted.

### Screening and Selection:

5. Human Resources will pre-screen application materials for required qualifications and forward to search committee via NEOGOV. (HR 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 NEOGOV as a second pool.
6. Each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria. Candidates materials are reviewed online and a paper grid is completed.
7. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid.
8. Search committee Chair prepares and submits ***via email*** 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. *Interview questions*

***\*Please note: Telephone interviews must be completed for Tenure Track and Administrators searches prior to bringing any out of town candidates to campus.***

9. The department Chair submits request to telephone interview to the Dean. Dean approves and submits the documents from Step 8 via email to Human Resources for review.

10. Human Resources will review materials, verify candidate's degrees are from a regionally accredited university and obtain telephone interview approval.

11. Human Resources contacts the department Chair and search committee Chair via e-mail with telephone interview approval.

12. Search committee Chair schedules telephone interviews.

13. Search committee conducts telephone interviews and each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria (same grid used to evaluate written application materials).

14. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid.

15. Search committee conducts reference checks for the candidates that they plan to request to bring to campus. (This step can be done simultaneously of the next step or after campus interviews.)

16. Search committee Chair prepares and submits via email 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.)

b. *Evaluation grid* (master only)

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

17. The department Chair submits request for campus interview to the Dean. Dean approves and submits the documents from Step 16 via email to Human Resources for review.

18. Human Resources will review materials and obtain campus interview approval.

19. Human Resources contacts the department chair and search committee chair via e-mail with interview approval and background check consent form information.

***Note: Human Resources will make all necessary travel arrangements.***

20. Search committee contacts the candidates to schedule interview, explains the Background Check Consent Form, and sends them the form.

21. Campus interviews are conducted.

***Note: If search is for the rank of Full Professor or and administrator, Provost will need to meet with candidates.***

### **Hiring Faculty Candidate:**

22. Search committee Chair prepares and submits *via email* to the department Chair:
  - a. *Applicant Evaluation Memo*. (List Strengths and Weaknesses of every candidate that was approved to be interviewed on campus.) – Do Not Rank or Recommend to Hire
23. The department Chair starts the request to hire through the NEOGOV. Department Chair will attach his/her request to hire memo and the search committee's memo through NEOGOV. Memo should address why/why not a candidate is being chosen and if there are second, or third choices.
24. Once the department Chair has made the request to hire in NEOGOV, the request will be routed to the Dean for approval. The Dean will approve/disapprove and attach his/her memo (if needed) in NEOGOV.
25. Human Resources will review request to hire materials and approve. Human Resources will conduct a salary analysis (based on CUPA information, budget and department salaries) and provide salary information to Provost. Provost will determine salary range for position and approve hire via NEOGOV.
26. Human Resources will notify Dean/department Chair of approval to hire via e-mail and send contract recommendation form.
27. Dean/Department Chair extends offer of employment.
  - 27A. 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**.
  - 27B. If **candidate declines position**:
    - a. If a second candidate is identified in the request to hire memo, proceed with step 27 after approval has been given.
    - b. If a second candidate is not identified, the department Chair and Dean can identify a second candidate and request to hire (proceeding with step 23), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.

### **Hiring a Chairperson:**

28. Search committee Chair prepares and submits *via email* to the Dean:
  - a. *Applicant Evaluation Memo*. (List Strengths and weaknesses of every candidate that was approved to be interviewed on campus.) – Do Not Rank or Recommend to Hire

29. The Dean starts the request to hire through the NEOGOV. Dean will attach his/her request to hire memo and the search committee's memo in NEOGOV. Memo should address why/why not a candidate is being chosen and if there are second, or third choices.

30. Once the Dean has made the request to hire in **NEOGOV** and attached his/her documents the request will be routed to Human Resources for approval. Human Resources will review request to hire materials and approve. Human Resources will conduct a salary analysis (based on CUPA information, budget and department salaries) and provide salary information to Provost. Provost will determine salary range for position and approve hire via NEOGOV.

31. Human Resources will notify Dean of approval to hire and send contract recommendations form.

32. Provost or Dean extends offer of employment.

32A. If **candidate accepts position:** the Provost/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**.

32B. If **candidate declines position:**

- c. If a second candidate is identified in the request to hire memo, proceed with step 32 after approval has been given.
- d. If a second candidate is not identified, the Dean can identify a second candidate and request to hire (proceeding with step 29), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.

### **Completing the Hire:**

33. On or before the first day of employment, new hire must complete new hire paperwork in the Human Resources Office. Human Resources will provide benefits orientation.

34. Human Resources will conduct a criminal background check.

### **Closing the Search File:**

35. Human Resources will send letters to unsuccessful candidates through NEOGOV, closing the search. Department Chair or search committee chair should contact unsuccessful candidates that were brought to campus for an interview.

36. Search materials should be shredded, once search is complete.