

# Faculty Recruitment Procedure Information and Forms

This memorandum provides an overview of procedures to be followed for the recruitment of roster faculty. Please note that EEO forms must be completed in sequence.

## Recruitment Planning

I. Department identifies need for search, prepares a planning document, and presents to Dean. This should take place in March/April.

1. Planning document must include:
  - proposed salary
  - proposed recruitment expenses
  - reasonable estimate of start-up cost (if any) and amount of contribution toward these costs from departmental and school funds
  - indication of anticipated additional space needs
2. Request to search should include:
  - description of specific position
  - justification for position including: enrollment data, student demand, etc. Note: replacing a retirement or resignation is not sufficient justification
  - addition of a new specialty area requires special justification
  - prepared planning document

II. Dean presents request for lines, with justifications, to Provost. This should take place in April/May

III. Provost approves request and the Dean communicates approval to the Department Chair.

## Procedures for Faculty Recruitment

I. Provost authorizes advertisements for approved lines. This should take place in May/June.

II. Request approval to recruit by submitting one [Faculty and Unclassified Professional Personnel Recruitment Form](#) for each position (usually sent with the EEO-1 form).

III. Request approval to advertise through the [EEO-1 form](#) (normally one for each position; this is usually sent at the same time as the Recruitment form). Along with the general methods used to advertise, departments are expected to demonstrate positive action to diversify the applicant pool by contacting at least 3 doctoral granting institutions with significant numbers of minorities who receive Ph.D.'s (or equivalent in the field). Included in these must be at least two historically African-American degree-granting institutions offering a terminal degree in the hiring area. Assistance with identifying appropriate schools can be obtained from the Office of Human Relations and Minority Affairs. The department is also expected to contact candidates from the Minority & Women's Doctoral Directory. Failure to meet these requirements may result in the inability to obtain approval to interview.

Complete an [EEO-1 form](#) and attach advertisement. Route the form for signatures. Academic Affairs will contact you when the advertisement has been approved.

IDTs for the costs of journal advertisements should be forwarded to the Dean of the School for approval and funding.

IV. Send an [EEO-2 form](#) (Confidential Applicant Data Form) to all candidates when you acknowledge their application, requesting that all applicants return the form for statistical purposes. Pre-stamped, pre-addressed envelopes for returning the EEO-2 can be obtained from the Office of Human Relations and Minority Affairs.

- - -> [Download a copy of the Recruitment Checklist](#) < - - -  
(Opens in MS Excel)

V. Complete an [EEO-3 form](#) to obtain approval to interview candidates. Please include a curriculum vita with the form for each candidate. Typically no more than three candidates are brought in for an interview. Please include vitae for your top four (or five) candidates, respecting and noting natural divisions in the ranking. No invitations for interviews may go out before approval from the Dean and Provost is received.

1. Department Chair should present slate or approved candidates to Dean.
2. All files should be complete (see Recruitment Checklist) before submitting request to the Dean.
3. Dean should make note of any special or unusual conditions before files are sent to the Provost.
4. Academic Affairs will call when the interview form is signed.
5. Departments should make travel arrangements for candidates well enough in advance to secure the most reasonable fares available. Department must complete a Travel Authorization form for every candidate coming to campus. Department should forward the completed form to the Dean for approval at least 4 days prior to the campus visit.
  - Please include \$25 per day on the TA for possible meal reimbursements for candidates as that is the maximum amount they are eligible to receive from the state.
  - Airline tickets: Tickets may be purchased through a local travel agency (Contact the Controller's Office at 953-5791 for information regarding travel agencies) using a Travel Authorization form. Forward the form to the Dean for approval. No first class airline tickets may be purchased.
  - If a candidate prefers to purchase a ticket and be reimbursed, please submit an estimated airfare cost on the TA.
  - Contact Eliza Cleveland at 953-6519 to reserve a room at the President's Guesthouse or Faculty House. If there is no availability, please ask your Dean's office to reserve a room at one of the local hotels. The College will cover the room cost and room tax only.
  - Restaurant, phone charges, and parking are the responsibility of the candidate and receipts should be submitted for reimbursement to the Controller's Office. State funds cannot be used for alcohol. Please observe the College's travel policies.
  - Note: The College's official [travel policy](#) is posted on the Controller's Office website.
6. Interviews: In addition to the departmental interview, the candidate should also meet separately with the appropriate Dean.
7. If a decision is made to invite a candidate to return for a second interview, please be aware that the department is responsible for these expenses.

VI. Departments should forward complete forms [EEO-4](#) and [EEO-5](#) to the Dean when you are ready to make an offer to the candidate. Any special circumstances (e.g., lack of terminal degree, delayed start date, advanced rank or credit toward tenure, etc.) must be justified by the Dean in addition to the Department's justification. Upon approval, the Dean will send the signed forms to the Director of Human Relations.

VII. Following review and approval, the Director of Human Relations will forward the completed documents to Academic Affairs

VIII. Once the forms are approved, a contract letter will be drafted by Academic Affairs and sent to you for revisions before it is sent to the President for his approval. The contract letter is limited to: rank, salary, terms of appointment, moving expenses, credit toward tenure and promotion, and stipulations regarding completion of a degree. Other arrangements (e.g. for equipment) between the candidate and the department and/or school should be specified in a separate letter from the appropriate person.

IX. Requests to reimburse faculty members for meals with candidates should be sent to the Dean's office. Only Foundation funds can be used for these reimbursements. State funds can only be used to reimburse candidates for meals and expenses they have incurred. \$200 per vacancy will be available in Foundation funds provided to the Deans. Deans and Departments are encouraged to add to these funds for reimbursement.

## **Information About Recruitment**

### **Affirmative Action**

Ms. JoAnn Diaz is the Interim Director for Human Relations. Her office is located at Room 112 in the Robert Scott Small building. Please contact her (953-5580) and arrange for her to meet with your Advisory Search and Screen Committee at the beginning of your recruitment process to discuss our affirmative action obligation. A major goal of the College is to increase the diversity of the faculty. It is expected that every effort will be made to develop a representative pool of candidates for each position. Ms. Diaz and the Provost's Office are most willing to help you at all stages in the process.

### **Interviews**

The Dean's Office should be provided with a curriculum vita at least one day prior to the scheduled interview. Also, provide the Dean with a schedule for each candidate indicating when he or she will be presenting a lecture and/or seminar in the classroom setting. For the past several years it has been standard procedure for departments to bring in several candidates for on-campus interviews. Recruitment funds are again limited; however, we want to ensure that the recruitment effort is effective. Departments are asked to rank in order their finalists and try to limit their on-campus interviews to three candidates. Should the need arise to interview additional candidates, approval must be obtained from the Dean. Any special arrangements for recruiting (e.g., sending faculty to professional meetings to interview a large pool of candidates) for which you seek funds other than those in your departmental budget must be requested in writing with justification provided and approved before the expenses are incurred. As part of your interviewing process for those finalist candidates who are being considered for campus interviews, please contact sources other than those listed as references by the candidate. Of course, those candidates should be informed that such inquiries are being made.