



Office of Academic Affairs Memorandum 05-1

Revised July 3, 2007

(Supersedes OAA Memo 94-2,
Recruitment Checklist, 11-8-94)

Faculty/Librarian Recruitment Checklist

This document is intended as a quick reference for the steps to be followed in completing a search and screen process for the hiring of faculty and librarians.

1. **Getting Ready to Search.** After consultation with the dean and VCAA (as appropriate), the chair/director of the department/division will decide whether or not a search and screen committee will be utilized. The affirmative action officer can assist in creating the search and screen committee. It is recommended that diversity be considered a valuable component to a search and screen committee.

_____ The search and screen committee chair attends a Search and Screen Training Session or schedules a meeting with the affirmative action officer to discuss the search.

Forms are available on the respective web sites (HR, EO/AA, OAA, and Accounting Services).

2. **Request to Recruit:** Form HREO-1, to be completed by search committee chair and department chair.

_____ Department chair signs completed HREO-1 and forwards it to the dean, along with:

_____ IPFW Faculty Vacancy Web Posting Form,

_____ job description, and

_____ proposed ad (if ready) and Purchasing Requisition Form 12 (see Step 3)

_____ Dean signs HREO-1 and forwards all documents to EO/AA

_____ Affirmative Action Officer identifies the AA goal, if any, for the position, signs the forms, and forwards them to the VCAA and Chancellor

_____ OAA assigns Statistical Internal Order (SIO) number

_____ VCAA and Chancellor sign HREO-1 (if permission to recruit is denied, HREO-1 is routed back to EO/AA)

_____ VCAA signs Web Posting Form and Purchasing Requisition for ad

_____ Copies of the signed HREO-1 are sent to all signatories and to HR

_____ Department chair provides a copy of the signed form to the search committee

Office of Academic Affairs Memorandum 05-1
Faculty/Librarian Recruitment Checklist
Revised July 3, 2007
Page 2

3. Advertising the Position.

- OAA posts the job vacancy announcement on the OAA web site (HR will link to this site)
- For paid ads in national journals, the department should follow the Faculty/Librarian Advertising Process document for obtaining cost estimates and placing the ad.
 - Each ad *must* appear in one national print publication.
- Ad copy is prepared (if not completed in step 2 above) and submitted, with PR Form 12 (use SIO number in Statistical Order Number), to Affirmative Action and VCAA for review and signature; the ad includes:
 - position requirements, preferred credentials, and application deadline
 - IPFW logo, with the statement "IPFW is an Equal Opportunity/Equal Access/Affirmative Action Employer"
 - Approved ad copy and PR Form 12 must reach Purchasing one week prior to publisher's deadline.
- As appropriate, ads are listed with institutions with related graduate programs and large minority enrollments, posted on departmental web site, appropriate listservs, etc.

4. Processing Applications

- A designee of the search committee sends acknowledgment letters, including the Applicant Self-Identification Form and return envelope (available from the Affirmative Action web site) to every applicant.
- Search committee reviews applications to create a short list
- If desired, initial telephone or video conference interviews are conducted with top candidates, in order to determine whether to invite them for on-campus interviews
 - the interviewing process for internal candidates should be the same as for external candidates
 - as part of the initial screening process, **all** candidates should be asked whether they are currently authorized to work in the United States; if they are not, ask what their current immigration status is and consult with the immigration specialist in Human Resources. **The hiring decision cannot be based solely on this factor.**
- As appropriate, the search committee may make calls to external references at this time, after receiving permission from the candidate to do so.
- Three top candidates are selected for on-campus interviews
 - additional candidates may be invited if there is no expense or if additional expense has been approved by the VCAA

5. Request to Interview: Forms EEOR-2a and EEOR-2b

- Search committee completes EEOR-2a (Request to Interview) and EEOR-2b (List of Applicants)
 - for EEOR-2b, list applicants in alphabetical order by last name, and
 - include reasons why candidates were not selected

Office of Academic Affairs Memorandum 05-1
Faculty/Librarian Recruitment Checklist
Revised July 3, 2007
Page 3

- _____ CV's of candidates selected for on-campus interviews are attached to EEOR-2a
- _____ Department chair signs and forwards EEOR-2a, with attachments and EEOR-2b, to dean for signature and routing to Affirmative Action
- _____ Affirmative Action Officer reviews documents, contacts chair to verify information if necessary, signs EEOR-2a and forwards all documents to the VCAA and Chancellor for review and signature
- _____ **EEOR-2a must have Chancellor's approval before applicants are contacted for on-campus interviews**
- _____ Copy of the signed EEOR-2a is sent to department chair

6. On-Campus Interviews

- _____ A designee of the search committee schedules the interviews
 - _____ official transcripts should be requested at this time
 - _____ Form 17C (Request for Approval for Reimbursement of Expenses for Prospective Employee Interview Trips, available from Accounting Services) is completed 10 days prior to travel and submitted to OAA. Faculty Records verifies the candidate listed has been approved for interview, signs and forwards to Accounting Services
 - _____ follow Hospitality Expenditure Policy guidelines (Accounting Services web site)
 - _____ for additional guidance, see also Faculty Recruitment Expenses document
- _____ Candidates meet with search committee, department chair, and others as appropriate (e.g., department staff, student groups, dean, etc.)
- _____ candidates for positions appointed with tenure must meet with the VCAA
- _____ Candidates' **original** itemized receipts for appropriate expenditures are submitted, with Form DIV (Direct Invoice Voucher), to Accounting Services (use SIO number in Order)
- _____ A separate Form DIV must be submitted to reimburse a host for a meal

7. Request to Extend Offer: Form EEOR-3

- _____ The search committee chair and/or committee members should make external reference calls at this point if this was not done earlier.
- _____ After consultation with the Search Committee (and others as appropriate), the department chair completes and signs form EEOR-3 and forwards it to the dean for signature and routing to Affirmative Action
- _____ Affirmative Action Officer reviews information, signs, and forwards to VCAA and Chancellor for review and signature
- _____ **EEOR-3 must be approved by Chancellor before an offer can be made**
- _____ Concerns about legal status to work in the U.S. should be directed to the HR immigration specialist, KT G62, *after* all approvals are obtained, and *prior* to making a verbal offer
- _____ tenure can be awarded only to candidates who are permanent residents of the U.S.

Office of Academic Affairs Memorandum 05-1
Faculty/Librarian Recruitment Checklist
Revised July 3, 2007
Page 4

- _____ Following verbal acceptance, a written offer letter and contract are prepared by the hiring supervisor and submitted to the VCAA and Chancellor for signatures. The faculty records administrator in OAA can help address any special circumstances or concerns.
- _____ if there is a contingency related to degree completion or visa status or both, specific approved language must be included in the offer letter (see templates)
- _____ if a contingency necessitates use of the word "Visiting" in the title for a tenure-track appointee, specify the tenure clock start date (see templates)
- _____ if a moving allowance is offered, specific language approved by Accounting Services is included in the offer letter; contact business manager with questions
- _____ the offer letter package is mailed by OAA to the candidate
- _____ candidate signs offer letter and other documents and returns them to OAA
- _____ signed documents are forward to the dean's secretary for preparation of payroll documents
- _____ dean/department secretary forwards dossier (3 original reference letters, official transcripts, and CV) to OAA
- _____ copies of EEOR-3 to the signatories

8. Hiring Report: EEOR-4

- _____ department chair completes and signs EEOR-4
- _____ a designee of the Search Committee informs all unsuccessful candidates by letter that the position has been filled
- _____ signed form is routed for signature to dean, Affirmative Action, VCAA and Chancellor
- _____ copies of the signed report are distributed to the signatories

9. Disposition of Search and Screen Materials. The department must retain all materials for **three** years, including application materials from unsuccessful candidates, related notes, references, and correspondence, and one original publication in which the ad appeared.

10. Emergency Hires. When a position must be filled on short notice, the department chair should submit Form HREO-1 (Request to Recruit) to Affirmative Action, a brief memo requesting a waiver of the requirements for a full search and the name of the individual to be hired, with CV and proposed salary, and Form EEOR-3 (Request to Extend Offer). The hiring process should then proceed as follows:

- _____ HREO-1 is forwarded to the affirmative action officer, who signs it and forwards it to the VCAA and Chancellor for review and signature
- _____ Copies of the signed HREO-1 and EEOR-3 are sent to all signatories and to HR
- _____ The steps for a written offer and contract are completed as in Step 7 above
- _____ The Hiring Report (EEOR-4) is completed as in Step 8 above

Susan B. Hannah
Vice Chancellor for Academic Affairs