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FACULTY RECRUITING/SELECTION

1. Requests to fill vacant full-time tenured or tenure-track faculty positions or to establish new faculty positions are presented by the Department Head to the Designated Dean, who is responsible for making a recommendation to the Provost and Dean of the College. Each request must include an outline of the department's needs, plans, and expectations for the requested position; how this position will enable the department to maintain or improve the quality of its academic programs; and a projected salary range.
2. The Provost and Dean of the College will coordinate with the Vice President for Finance and Business Affairs regarding the financial requirements of the recruiting plan and notify the Designated Dean and appropriate Department Head of any position for which the department may institute a search.
3. Each search must have an identified Search Committee with an identified chair. At least a majority of the Search Committee must be members of the department instituting the search. The Department Head will appoint the Search Committee and Chair. The Search Committee should draft the job announcement and prepare a list of publications in which the position should be advertised. All of these materials and the "Request to Recruit" form must be forwarded to the Designated Dean and the Provost and Dean of the College for approval. The cost of ads must also be provided. The Search Committee must also submit to the Department Head and the Designated Dean the evaluation criteria by which each candidate will be judged. After approval, the materials will be forwarded to Human Resources for coordination and to start the recruiting process. Human Resources will place the approved/coordinated job announcement in the designated publications and will suggest to the Provost and Dean of the College any other publications in which the advertisement should be placed.

-Third Party Search Agency Use

** The Search Committee will notify Human Resources of their decision to use a third party search agency. This is to allow Human Resources to coordinate with the search agency to obtain important EEO information about each candidate. When using a third party search agency, the Search Committee must ensure that the agency will send a Faculty Employment Application and Applicant Data Form to each candidate, receive the materials, and turn materials into a designated Human Resources representative.

4. The hiring academic department will accept and acknowledge applications, resumes, and all material requested in the advertisement from applicants. Additionally, the hiring academic department will be responsible for sending the original or copies of the applicant materials to Human Resources. Applicant names, addresses, and pertinent information will be kept in a computer applicant database in Human Resources. Human Resources will send each applicant an employment application and EEO form. At the end of the recruitment deadline, all applications and materials will be forwarded to the Affirmative Action Officer for further screening and EEO information. After reviewing all applications/supporting documentation and EEO information, the Affirmation Action Officer will forward applicant materials and any guidance he/she deems appropriate to the hiring academic Department Head. EEO information will not be forwarded to the hiring academic department. Rather, the Affirmative Action Officer will retain EEO information.
5. After the hiring official(s) have met with the Chief Diversity Officer, the Dean will then request approval from the Provost and Dean of the College to invite candidates to campus.
6. The Search Committee will determine its own operating procedures to include methods for reviewing applications; select those candidates to be invited to visit campus; ensure that department members, the Provost and Dean of the College, and the Designated Dean have opportunities to meet each candidate; ensure that candidates have the opportunity to meet with students; and ensure that each department member and student involved has had the opportunity to express his/her opinions regarding each candidate. The search process must ensure that the candidate has both oral and written facility in the languages in which assigned courses are to be taught and in which he/she will deal with students. The Search Committee chair and the Department Head will work directly with the Designated Dean in making arrangements for campus visits. The number of campus visits will depend on the applicant pool and the funding available.
7. The Search Committee will present its recommendations to the Department Head, the Designated Dean, and the Provost and Dean of the College. The Department Head and the Designated Dean are responsible for negotiating with the candidate. However, prior to negotiations, the following actions must be completed:
 - a. Funding must be confirmed by the Department Head and/or Designated Dean. Funding information can be obtained by contacting the Budget Department.
 - b. Once funding information is obtained, the Provost/Dean of the College should be notified in writing (e-mail or letter) of the approved position funding and the proposed salary.
 - c. The Provost/Dean of the College must pre-approve all proposed salary offers before negotiations with the selected candidate.
 - d. All materials including applications, curriculum vitae, interviewing form and background check authorizations must be turned in to Human Resources.
8. Formal job offers for all faculty positions will come from the Provost and Dean of the College, who is responsible for approving employment offers.

9. Once the Department Head/Dean makes a verbal offer and the applicant accepts the position, the Provost and Dean of the College will be notified and will prepare a formal job offer letter. When the applicant returns the job offer letter, the Provost and Dean of the College will forward a copy of the signed letter to Human Resources and the Budget Department. Human Resources will then handle the processing to place the new faculty member on the payroll.

10. Human Resources will send non-selection letters to all unsuccessful candidates. All documentation pertaining to recruitment, including advertisements, resumes, interview notes, applications, and EEO forms will be retained by Human Resources for five (5) years. Transcripts, official job offers, and acceptance letters for each new faculty member will be retained by the office of the Provost and Dean of the College or appropriate Academic Dean.

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