



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.** The department chair will coordinate the identification of a search and screen committee and committee chair in accordance with school/college guidelines.

_____ The search and screen committee chair and the committee members attend the annual Search and Screen Training Session. The affirmative action officer is also available to discuss the search and answer questions.

_____ The department chair will oversee the completion and submission of the appropriate hiring forms. Forms are available on the respective web sites (HR, EO/AA, OAA, and Accounting Services).

2. **Waiver of Full Search Process.** When a position must be filled on short notice, the department chair, in collaboration with the dean, will decide whether a full search is appropriate or if the situation may warrant a waiver of the full search process. If a waiver is desired, the department chair should submit Form HREO-1 (Request to Recruit) to Affirmative Action with: a memo requesting a waiver of the requirements for a full search and the name of the individual the department recommends be hired (if known); the individual's CV; and Form EEOR-3 (Request to Extend Offer). The hiring process should then proceed as follows:

_____ HREO-1, EEOR-3, candidate CV and waiver memo are forwarded to the affirmative action officer for approval and transmittal to the VCAA. The VCAA approves and forwards the documents to the Chancellor for review and signature.

_____ If the waiver is not approved, the department chair will be notified by OAA or the Affirmative Action Officer.

_____ 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

_____ The Hiring Report (EEOR-4) is completed as in Step 8

NOTE: Waiver of the Search Process should only be used in the case of an urgent faculty/librarian opening due to an exceptional circumstance (i.e. late resignation of a faculty member, etc.) and only after consultation with the dean and VCAA. The person hired will be hired as a Visiting faculty member only, with the expectation that a full search for the position will be initiated during the following academic year.

3. **Request to Recruit and Advertise the Position:** Form HREO-1 is completed by the search committee chair and/or department chair.

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

_____ a hard copy of the proposed ad documents and

_____ Purchasing Requisition Form 12 for print ads or online ads with fees.

- _____ The department chair also sends an electronic copy of the proposed ads to the Associate Vice Chancellor for Faculty Affairs.
- _____ The dean signs HREO-1 and forwards all documents to EO/AA
- _____ the forms, and forwards them to the VCAA:
 - _____ OAA assigns a Statistical Internal Order (SIO) number
 - _____ The VCAA approves the request, signs HREO-1 and sends it to the Chancellor for approval (if permission to recruit is denied, HREO-1 is routed back to EO/AA or held in OAA, depending on the reason).
 - _____ The VCAA approves and signs the proposed ads and Purchasing Requisition for ads.
 - _____ OAA posts the job vacancy announcement on the OAA web site (HR will link to this site)
- _____ Copies of the signed HREO-1 are sent to all signatories
- _____ The department chair informs the search committee of the approval to recruit and the department EO/AA goals from the signed form.
- _____ For paid ads in national journals or online, the department should follow the appropriate purchasing process for obtaining cost estimates and placing the ad.
 - _____ Follow the IPFW Faculty / Librarian Vacancy Ad Template (Attachment A)(<http://www.ipfw.edu/vcaa/forms/forms.shtml>)
 - _____ Include the IPFW logo, with the statement "IPFW is an equal opportunity/equal access/ affirmative action employer fully committed to achieving a diverse workforce"
 - _____ Approved ad copy and PR Form 12 must reach Purchasing one week prior to publisher's deadline.
 - _____ For each position, at least one ad *must* appear in one national print publication.
 - _____ Additionally, the OAA will submit the ad (at no cost to the department) to a national website that targets minority applicants in order to reach a wider and more diverse applicant pool.
 - _____ Ads should also be listed with institutions with related graduate programs, and sent out to appropriate listservs.

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.
 - _____ Acknowledgement letters may also describe more details about, and expectations of, the position.
- _____ The search committee reviews applications to create a short list using a consistent criteria rubric modified for each search.
- _____ As part of the screening process, phone interviews are conducted with top candidates in order to determine whether to invite them for on-campus interviews
 - _____ the committee develops and uses a consistent list of questions to ask each candidate during the initial phone interview
 - _____ 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 them if they know an estimated time frame for authorization and consult with the immigration specialist in Human Resources. **The hiring decision cannot be based solely on this factor. (Refer to the Guidelines for Hiring International Faculty (IPFW_Checklist_for_Hiring_International_Faculty.pdf)**
- _____ The search committee should make calls to external references at this time. Calls to persons not on the reference list may only be made after receiving the candidate's permission.

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

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

- ___ 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
 - ___ Alternate candidates may be identified if there is an expectation that individuals in the top three may withdraw prior to the on-campus interview.
- ___ The search committee chair or department chair completes EEOR-2a (Request to Interview) and EEOR-2b (List of Applicants)
 - ___ for EEOR-2b, provide a list of all applicants in alphabetical order by last name, and include an updated criteria rubric to identify how the finalists were selected.
- ___ CV's of candidates selected for on-campus interviews are attached to EEOR-2a
- ___ The department chair approves, signs and forwards EEOR-2a, with attachments and EEOR-2b, to the dean for signature and routing to Affirmative Action
- ___ The Affirmative Action Officer reviews documents, contacts chair to verify information if necessary, signs EEOR-2a and forwards all documents to the VCAA for review and signature. The VCAA sends the approved forms to the Chancellor for approval and signature.
 - ___ **EEOR-2a must have all signatures of approval before applicants can be contacted for on-campus interviews.**
- ___ A copy of the signed EEOR-2a is sent to all signatories

6. On-Campus Interviews

- ___ A designee of the search committee schedules the interviews
 - ___ Official transcripts should be requested at this time
 - ___ Provide all faculty candidates selected for interview with a Criminal Convictions Self-Disclosure Questionnaire and Background Check Consent Form and a confidential return envelope.
 - ___ Form 17C (Request for Approval for Reimbursement of Expenses for Prospective Employee Interview Trips, available from Accounting Services at <http://www.acct.ipfw.edu/Forms/index.htm>) is completed (if applicable) 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)
- ___ The search committee develops a list of questions based on the position qualifications rubric to ask at the interview. See Attachment B for a listing of questions that may and may not be asked.
- ___ Candidates meet with search committee, department chair, and others as appropriate (e.g., department staff, student groups, dean, ORES, etc.)
- ___ Candidates for positions appointed with tenure and/or appointed for chair or other administrative positions must meet with the VCAA during the interview visit.
- ___ The 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

- ___ 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 approval and routing to Affirmative Action.
 - ___ **The department chair should attach a short paragraph identifying why this was the best candidate of those interviewed.**
- ___ The Affirmative Action Officer reviews information, signs, and forwards to VCAA. and the VCAA forwards the form to the Chancellor for approval.
 - ___ **EEOR-3 must be approved by all signatories before an offer can be made.**
- ___ Concerns about legal status to work in the U.S. should be directed to the HR immigration specialist *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.

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

- _____ Copies of the signed EEOR-3 are sent to all signatories
- _____ Following verbal acceptance, a written offer letter and contract are prepared by the hiring supervisor using the OAA letter templates found at <http://www.ipfw.edu/vcaa/employment/recruitment/hiringtemplates.shtml> and submitted to the VCAA for approval . 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, identify that a Visiting position can be held for only three years.
 - _____ If a moving allowance is offered, specific language approved by Accounting Services is included in the offer letter; contact business manager with questions
- _____ The VCAA forwards the offer letter to the Chancellor for approval.
- _____ The offer letter package is mailed by OAA to the candidate
 - _____ the candidate signs the offer letter and other documents and returns them to OAA by the identified deadline
 - _____ signed documents are forwarded to the appropriate dean's secretary for preparation of payroll documents
 - _____ the unit secretary forwards the dossier (3 original reference letters, official transcripts, and CV) to OAA

8. Hiring Report: EEOR-4

- _____ The 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
- _____ the signed form EEOR-4 is routed for signature to the 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 (in the department files) all materials for a minimum of **three** years, including application materials from unsuccessful candidates, related notes, references, and correspondence, and one original publication in which the ad appeared.

William McKinney
Vice Chancellor for Academic Affairs

Suggested wording to describe the university:

IPFW/ Fort Wayne Description (use all or part of) :

Indiana University–Purdue University Fort Wayne (IPFW) is the largest institution of higher learning in northeast Indiana, offering nearly 200 degrees and certificates. More than 13,000 students of diverse ages, races, and nationalities pursue their education on our beautiful 662-acre campus. The university’s commitment to service makes it an economic, cultural, and societal leader in the region. See <http://www.ipfw.edu/> . IPFW is located in Indiana’s second-largest city, Fort Wayne, with a metropolitan area population of approximately 475,000. (If the position will be located at an off-campus site, such as the Public Safety Academy, state that here). The city enjoys a diverse, active, and well-supported arts community. Fort Wayne has been named an “All-American City” three times. The Fort Wayne Children’s Zoo has been rated one of the top ten zoos in the country for children. See <http://www.ipfw.edu/about/fortwayne.shtml> .