

(Supersedes OAA Memo 05-1)



ACADEMIC AFFAIRS

INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE

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 department chair will oversee the completion and submission of the appropriate hiring forms.
 - Forms are available on the respective web sites (HR, OIE, OAA, and Accounting Services)

2. **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:
 - an electronic copy of the proposed IPFW Faculty/Librarian Vacancy Web Posting
 - and a hard copy of the proposed print ads with Form 12 (Purchasing Requisition)
 - The dean signs HREO-1 and forwards all documents to OIE
 - The Associate Director of Compliance reviews and signs the forms and forwards them to the VCAA
 - OAA assigns a Real Internal Order (RIO) number
 - The VCAA approves the request, signs HREO-1 (if permission to recruit is denied, HREO-1 is routed back to OIE 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 emailed to all signatories
 - The department chair informs the search committee of the approval to recruit and the department OIE goals from the signed form.

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3. Processing Applications:

- A designee of the search committee sends acknowledgment letters/emails, including the Applicant Self-Identification survey address
 - Acknowledgement letters/emails 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
 - the search committee should make calls/emails to external references at this time. Calls to persons not on the reference list may only be made after receiving the candidate's permission.

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

- **Three top candidates should be selected** for on-campus interviews (approval for less than three requires extraordinary circumstances). 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 reasons for inclusion/exclusion on the final list interview
 - 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 OIE
- The Dean reviews, approves and forwards to OIE
- The Associate Director of Compliance 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 signs.
- **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 emailed to all signatories.

5. On-Campus Interviews

Before the campus visit

- A designee of the search committee schedules the interviews
- Official transcripts should be requested at this time
- Form 17C (Request Approval for Reimbursement of Expenses for Prospective Employee Travel Interview Trips, available from Accounting Services at

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<http://www.ipfw.edu/offices/accounting/forms/index.html>) is completed (if applicable) 10 days prior to travel and submitted to OAA.

- Faculty Records verifies the candidates listed has been approved for interview, signs and forwards to Travel
- The search committee develops a list of questions based on the position qualifications rubric to ask the interview. See Attachment B for a listing of questions that may and may not be asked.

During the campus visit

- Candidates meet with search committee, department chair, and others as appropriate (e.g., department staff, department faculty, students groups, dean, OSP, HR, 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.
- Follow Hospitality Expenditure Policy guidelines (Accounting Services web site)

After the visit

- The candidates' original itemized receipts for appropriate expenditures are submitted, with form DIV (Direct Invoice Voucher), to Accounting Services (use RIO number in Order)
- A separate form DIV must be submitted to reimburse a host for a meal

6. 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 OIE.
- The Associate Director of Compliance reviews information, signs, and forwards to VCAA.
- The VCAA approves.

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 Brian Mylrea (mylreab@ipfw.edu) *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.
 - Copies of the signed EEOR-3 are emailed to all signatories.
- Following verbal acceptance, a written offer letter and contract are prepared by the hiring supervisor or Dean's office using the OAA letter templates found on Academic Affairs employment page and submitted to the VCAA for approval. The executive assistant to the VCAA 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 moving allowance is offered, specific language approved by Accounting Services is included in the offer letter (see templates); contact business manager with questions.
- The VCAA signs.
- 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

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preparation of payroll documents

- The unit secretary forwards the dossier (3 *original* reference letters, *official* transcripts, and CV) to OAA

7. Hiring Report: EEOR-3 (at the bottom)

- The department chair completes the bottom of EEOR-3
 - The form EEOR-3 is sent to OIE
- A designee of the Search Committee informs all unsuccessful candidates by letter that the position has been filled

8. 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.

Special Situations:

- **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 warrants a waiver of the full search process. If a waiver is desired, the department chair should submit form HREO-1 (Request to Recruit) to Christine Marcuccilli with: a memo requesting a waiver of the requirements for a full search and the name of individual the department recommends be hired (if known); the individual's CV; and Form EEOR-3 (Request to Extend Offer). The hiring process should proceed as follows:
 - HREO-1, EEOR-3, candidate CV and waiver memo are forwarded to the Associate Director of Compliance for approval and transmittal to the VCAA. The VCAA approves. If the waiver is not approved the department chair will be notified by OAA or OIE.
 - Copies of the signed HREO-1 and EEOR-3 are emailed to all signatories and to HR.
 - The steps for a written offer and contract are completed as in Step 7.
 - The Hiring Report (EEOR-3) 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 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.

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Appropriate and Inappropriate Interview questions

Subject: Address

Appropriate questions: "How long have you lived in this area?"

Inappropriate: List of previous addresses; how long at each specific address.

Subject: Address

Appropriate questions: *NONE*.

Inappropriate: Questions about age; requests for birth certificate.

Subject: Arrest Record

Appropriate questions: Indiana law permits questions on pending charges if related to job, i.e., security or sensitive jobs.

Inappropriate: Questions about pending charges for jobs other than those mentioned.

Subject: Family

Appropriate questions: *NONE*.

Inappropriate: Number and ages of children, child bearing/rearing queries.

Subject: Convictions

Appropriate questions: May ask if any record of criminal conviction and/or offenses exist if all applicants are asked.

Inappropriate: Questions about convictions unless the information bears on job performance.

Subject: Education

Appropriate questions: Inquiries about degree or equivalent experience.

Inappropriate: Questions about education that are not related to job performance.

Subject: Disability

Appropriate questions: May ask about applicant's ability to do job-related functions.

Inappropriate: Question (or series of questions) that is likely to solicit information about a disability.

Subject: Marital or Family Status

Appropriate questions: Whether applicant can meet work schedule or job requirements. Should be asked of both sexes.

Inappropriate: Any inquiry about marital status, children, pregnancy, or child care plans.

Subject: National Origin

Appropriate questions: May ask all applicants if legally authorized to work in this specific.

Inappropriate: May not ask if a person is a U.S. citizen.

Subject: Personal Finances

Appropriate questions: *NONE*.

Inappropriate: Inquiries regarding credit record, owning a home, or garnishment record.

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Subject: Political Affiliation

Appropriate questions: *NONE*.

Inappropriate: Inquiries about membership in a political party.

Subject: Organizations

Appropriate questions: Inquiries about professional organizations related to the position.

Inappropriate: Inquiries about professional organizations suggesting race, sex, religion, national origin, disability or sexual orientation.

Subject: Race, Color, or Sexual Orientation

Appropriate questions: *NONE*.

Inappropriate: Comments about complexion, color or skin, height, weight, or sexual orientation.

Subject: Religion

Appropriate questions: Describe the work schedule and ask whether applicant can work that schedule. Also, suggest that accommodations to schedule are possible.

Inappropriate: Inquiries about religious preferences, affiliations, or denominations.

Subject: Work Experience

Appropriate questions: Applicant's previous employment experience.

Inappropriate: Stereotypical inquiries regarding protected group members.