



Candidate Selection Protocol

Department chair forwards “Request to Fill A Faculty Position” form (Appendix A-2), which is sent to the provost for approval to launch faculty search at a specific rank and salary range.

Dean will ask department chair to form Search Committee.

Search is conducted with a genuine effort to develop a diverse applicant pool.

Job announcement parallels Faculty Position Advertising Ad Template (Appendix A-3) and is disseminated broadly, using various recruiting strategies.

Letters of acknowledgement, along with an Equal Employment Opportunity Statistical Information form (Appendix A-5), are sent to all bona fide applicants.

Criteria used in screening applicants are applied uniformly across all applicants in determining an “interview pool.”

The department chair and dean approve names and credentials of top candidates prior to the search committee extending invitations for interviews. All expense reimbursement for on-campus interviews conforms to the Department of Personnel regulations.

During the interview, a core of similar questions is asked of all candidates. Interviews are conducted according to Equal Employment Opportunity Commission guidelines.

The department chair reviews and approves committee recommendations, in accordance with department policy, for the final candidate(s) and passes these on to the dean and provost for review and approval. All formal appointment offers must come from the provost’s office.

The Office of Human Resources maintains and/or is given the following forms to be kept on file: applicant information forms; affirmative action recruitment report; copy of all published advertisements. The hiring department maintains copies of letters of acknowledgement and rejection; interview notes and criteria used in making a selection; applicant resume/credential files, and all other correspondence relative to the search for 5 years.