Procedures and Guidelines for Conducting Faculty and Staff Searches

TABLE OF CONTENTS

INTRODUCTION

SECTION I ELEMENTS OF THE SEARCH PROCESS

1. The Search Process
2. The Search Committee
3. Developing A Position Description
4. Developing Search and Screening Procedures
5. Screening and Evaluating Applicants
6. Selecting a Finalist
7. Ethics, Confidentiality, and Affirmative Action

SECTION II SEARCH PROCEDURES BY EMPLOYMENT CATEGORY

1. Search and Selection Procedures for Permanent Faculty Appointments
2. Search and Selection Procedures for Permanent Exempt Appointments
3. Search and Selection Procedures for Non-Exempt Appointments
4. Search and Selection Procedures for Temporary Appointments

SECTION III SEARCH PROCEDURES FOR EXCEPTIONAL APPOINTMENTS
1. Acting Appointments
2. Reorganization Appointments
3. Exceptional Faculty/Staff Appointments
4. Streamlined Searches for Selected Exempt Positions
5. Promotions of Non-Exempt or Exempt Staff from Within a Hiring Unit

APPENDICES

Appendix A
Campus Equity Administrators

Appendix B
Sample Position Announcements
   Faculty Position Announcement
   Administrative Position Announcement

Appendix C
Forms
Permanent Appointments
   Search and Selection Plan for Permanent Appointments
   Affirmative Action Employment Report (AAER) Form
   Equal Employment Opportunity (EEO) Form
   Equal Employment Opportunity Information Request Card
   Personnel Requisition (Request for List of Eligibles)
   Secretarial and Clerical Positions Justification Form

Contingent Appointments
   Search and Selection Plan for Temporary Appointments
   Year-End Summary of Temporary Appointments

Appendix D
Interview Questions

Appendix E
Historically Black Colleges and Universities
Hispanic Serving Institutions
Tribal Colleges
Newspapers Dedicated to LGBT Issues