

SOUTHWEST MINNESOTA STATE UNIVERSITY

ADMINISTRATIVE PROCEDURE

SELECTION OF UNCLASSIFIED PERSONNEL (Teaching Faculty)

I. Approval to Fill Vacancy

All procedures of state personnel agencies must be completed before approval to fill a vacancy is given. The Department Chair completes the "Faculty/Unclassified Hiring Authorization Form" that includes the position description and qualifications for the specific position. The "Faculty/Unclassified Hiring Authorization Form" is submitted to the appropriate Dean and the Provost for approval, the VP for Finance and Administration for budgetary approval and then to the President for approval to fill the vacant position. Normally, the vacated position will remain with the area in which the vacancy occurred. A Meet and Confer must be held if either the Administration or faculty association believes there is a compelling reason to reassign the position. The vacated position will be assigned by the Provost and the recruitment procedures to be utilized are prepared by the area in which the position was assigned and sent to the President or his/her designee.

II. Affirmative Action and Advertising Procedures

The Department Chair or the person with supervisory responsibility for the position will clear the position description and the procedures for recruitment with the Campus Affirmative Action Officer. Human Resources will coordinate the distribution, posting, external advertising and internal advertising.

Procedures for recruitment and appointment processes include the following:

1. A statement for compliance with local, state, and federal affirmative action requirements.
2. A position description and statement of qualifications
3. Plans for advertising the vacancy
4. Beginning application review date
5. Screening Committee composition
6. Procedures and timetables to be followed by the Screening Committee

III. Screening Committee: Composition and Responsibilities

A. Membership

Committee membership for positions in the Teaching-Faculty will be composed of members of the academic department in which the vacancy is to be filed, and if feasible, students majoring or minoring the academic area, and faculty from departments with which an interdisciplinary relationship is maintained. Women and/or minorities must be represented. Ordinarily, the Department Chairperson will chair the committee.

B. Responsibilities of Teaching Faculty Screening Committee

1. At the beginning of the screening process the Committee will be briefed on appropriate records and interview procedures by the Affirmative Action Officer.
2. The committee will screen applications using an evaluation/screening form and develop a mutually agreeable ranking of the candidates, maintaining a record showing the reason(s) for the committee's action in each case.

3. After review and approval of the selection of semi-finalists by the Affirmative Action Officer, the committee will conduct telephone interviews and reference checks.
4. The committee will review results of the telephone interviews and reference checks of the semi-finalists and will recommend up to three candidates for campus interviews to the appropriate dean.
5. After consultation with and approval from the appropriate dean, the Committee Chairperson will arrange the interview(s) with the candidates(s).
6. The interview process schedule will be determined by the Committee and the appropriate Dean. The interview schedule will be approved by the Affirmative Action Officer. The interview schedule will be publicly announced, as appropriate, by the committee.
7. When the interviewing is completed, the Committee will recommend the candidate of its choice to the appropriate dean. The recommendation shall include the Committee's comprehensive evaluation of the candidate.

IV. Affirmative Action Compliance

- A. Verification of adherence to Affirmative Action requirements is necessary before a candidate is offered a position.
- B. If the Affirmative Action Officer determines the process has been inadequate, the Provost may then determine the appropriate course of remedial action.
- C. The chairperson of the screening committee will submit an Affirmative Action Report to the Campus Affirmative Action Officer within 30 days of acceptance of position of the appointee, or immediately after a decision to cancel a search. The report shall include the following:
 1. Cover memo listing documents being submitted, a chronological listing of committee decisions (or minutes from committee meetings) and description of method used to reach decisions with results of decisions.
 2. Summary of recruitment activities with copy of paid and unpaid advertising, letters, mailing lists, etc.
 3. Copy of evaluations materials – application review evaluation forms, reference check questions, telephone interview questions, campus interview questions, interview evaluation forms, etc. These forms are to be reviewed at points during the process. If they are already on file, no need to resubmit, but please make sure they are on file with Human Resources.
 4. Committee Membership
 5. Vacancy Notice – Should be on file with Human Resources
 6. Telephone logs of any calls made to or in-regard-to candidates
 7. All documents, notes, files and evaluations of search committee members. Any general campus evaluations should also be submitted as a part of this report
 8. Interview schedules of finalists
 9. Copies of all final recommendations made by individual or group committee members to Dean, Provost, Vice President or President on finalists selection
 10. Any other documents related to the search.

See also:

P-001 Selection of Unclassified Personnel

P-001.2 Selection of Unclassified Personnel (MnSCU Administrator and Administrative and Service Faculty)