

SOUTHWEST MINNESOTA STATE UNIVERSITY

Human Resources Internal Procedure

Faculty Vacancy Processing

PROCEDURE STEP	INITIATED/ACTION TAKEN BY:
1. Position is vacant or created. Allocation decision made to specific Provost/Vice President's area in accordance with Staffing Plan. Special condition or funding noted.	President
2. As a result of department development of description and qualifications with administrative input, Hiring Authorization Form is submitted to Dean who forwards to Provost.	Department Chair
3. Recommendations from Provost to President with Hiring Authorization Form.	Provost
4. Signed Hiring Authorization Form to Human Resources cc: Provost Department Dean Human Resources Aff. Action Officer	President
5. Meeting with Dept., Dean and Affirmative Action Officer scheduled to discuss search plan.	Department Chair
6. Written plan to be submitted to Dean. As approved Dean will copy Human Resources, Affirmative Action Officer, Committee Chair. a. affirmative action goals b. plan for recruitment, advertising, and mailings (includes deadlines & costs) c. composition of search committee	Department Chair
7. Standardized vacancy notice and ad copy prepared from Hiring Authorization Form, sign off completed by Department Chair, Affirmative Action Officer and Human Resources. Approved Vacancy Notice copy sent to Provost, Dean and Dept. Chair.	Human Resources
8. Position Announcement Process completed: a. Vacancy Notice mailed to Board Office	Human Resources

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| b. | Following Human Resource's approval of paid advertising budget, ad copy is processed. | Human Resources |
| c. | Vacancy Notice mailed to identified mailing lists provided by department | Human Resources |
| d. | Vacancy Notice mailed to Affirmative Action list | Human Resources |
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| 9. | CONCURRENT ACTIVITIES | |
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| A. | First Meeting of Committee
Develop screening procedures and committee process, timelines, committee responsibilities, etc.
AA Officer meets with committee to discuss responsibilities (See Attachment #1) | Committee Chair |
| | Review of interview questions/topics, interview schedule, application grid form, evaluation forms, etc. by Aff. Action Officer | Committee Chair |
| B. | Receipt of applications, response to applicants, maintenance of application files. | Human Resources |
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| 10. | Review candidates files using evaluation screening form. | Committee |
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| 11. | Chair advises Human Resources to send letters to those who do not meet minimum qualifications. | Human Resources |
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| 12. | Screening of applications is completed and semi-finalists are identified. | Committee |
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| 13. | Prior to conducting reference checks, telephone and campus interviews committee recommendations with supporting documentation are reviewed and approved by Affirmative Action Officer.
See attachment #2 | Committee Chair |
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| 14. | Reference calls and telephone interviews of semi-finalists conducted by committee. Contact Human Resources for telephone charge code. | Committee |
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| 15. | Committee Chair conducts Employment Verification of semi-finalists and provides results to AAO. | Committee Chair |
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| 16. | Committee Chair will request approval of the recommended candidates for on-campus interviews by Dean and will cc recommendation to the Affirm Action officer. | Committee Chair |

See Attachment #3.

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| 17. | Upon review and approval by Dean finalists are invited for campus interviews. Affirm Action Officer and Human Resource Office is advised of the approval. | Committee Chair |
| 18. | Letters sent to those who did not make semi-finalists group. | Human Resources |
| 19. | Campus interviews are scheduled including sessions with search committee, department, Dean, Provost, Human Resources, Barg Unit Rep and President. | Committee |
| 20. | Administrative officers provide search committee with their impressions of finalists and copy of topics discussed in individual interview session. This should be provided prior to final search Committee recommendations being made to Dean. | Provost/Designee/
Dean |
| 21. | Based on established committee procedures the recommendation for offer of appointment (including recommendation on rank) is made to Dean and Affirm Action Office.

In case of Dean disagreement with committee recommendation, Dean will meet with Search Committee prior to any offer of employment being made. | Committee |
| 22. | Salary, rank and offer developed. | Dean |
| 23. | Offer made to #1 candidate with time limit on verbal acceptance. Followed by written offer with cc to Human Resources. | Dean |
| 24. | Position roster initiated and routed for signatures. Budget authorization reviewed. If necessary, budget transfer attached to roster. | Dean |
| 25. | Position roster processed to Human Resources and formal letter of appointment issued | Human Resources |
| 26. | Phone call made to any other finalists interviewed advising of outcome. Human Resources follows with written letter. | Dean/Designee |
| 27. | Written Affirmative Action Report submitted to Affirmative Action Officer. | Committee Chair |

ATTACHMENT # 1
COMMITTEE RESPONSIBILITIES
May 2000

1. Develop timelines for search process through on-campus interviews. Identify with appropriate administrative officer general guidelines for determination of number of finalist(s) to be interviewed. (Processing Guidelines # 9A)
2. Develop an evaluation/screening form that will be used in the initial screening of applications. This form must be based on the qualifications specified in the position description. Completed rating sheets must be retained for Affirmative Action records. (Processing Guidelines # 9A)
3. Develop list of interview questions/topics that will be used as a guide during telephone and reference check calls as well as campus interviews in order to ensure uniform and fair treatment of all candidates. Each of these to be based on criteria and position qualifications. (Processing Guidelines # 9A)
4. Develop an interview evaluation form. (Processing Guidelines # 9A)
5. Submit evaluation/screening form, interview questions, and interview evaluation form to Affirmative Action Officer. (Processing Guidelines # 9A)
6. Screen applicants using evaluation/screening form.
Develop a mutually agreeable ranking of the candidates, maintaining a record showing the reason(s) for the committee's action in each case. (Processing Guidelines # 10)
7. Meet with Affirmative Action Officer to review the selection of semi-finalists and the supporting documents used in the process. (Processing Guidelines #13)
8. Conduct reference calls and telephone interviews on semi-finalists. During the phone interview process, if official transcript is not already included in application file, request the candidate to forward to Human Resource Office to complete their file. (Processing Guidelines # 14)
9. Maintain log of all communications, written or telephone, with candidates and references. (Processing Guidelines # 14)
10. Screen to finalists. (Processing Guidelines # 14)
11. Develop interview schedule for on-campus interviews, including appropriate university groups and/or administrative officers.
12. Conduct interviews
 - a. Complete interview evaluation forms for each candidate.
 - b. Prepare written statement for Dean and Affirmative Action Officer which summarizes committee's evaluation of each interviewed candidate and recommends candidate to be offered position in priority order to appropriate administrator. (Faculty: including recommendation on rank.)

NOTE: Applications files will be maintained at Human Resources. Discuss special arrangement needs as screening process begins with committee. Also contact Human Resources for assistance in preparation of screening forms, evaluation forms, etc. All notes, files, materials, etc. used in this process must be retained for a period of time under the state's retention of records act. Return these materials to the Committee Chair who will forward to Human Resources.

Search _____ Date _____

Chair _____

ATTACHMENT # 2
AFFIRMATIVE ACTION UPDATE
May 2000
STEP 13

COMPLETE THIS FORM

The affirmative action objective is to see that each committee has a diverse applicant pool, and follows the established procedures. A meeting should be scheduled which will take approximately 20 minutes. To set up an appointment, contact Human Resources/Affirmative Action at 6243. Please bring all search files and screening documents to the meeting.

In order to maintain this information for record keeping, please respond on this form and bring it with you when we meet. The items to be reviewed are:

1. A brief review of attempts made by the committee to attract applicants from protected groups.

2. Total number of applicants that met minimum qualifications:

3. Screening process used (Please bring all documents used):

4. Identify the committee's grouping of semi-finalist (those to be contacted for reference checks and telephone interviews).

Telephone Interviews

Reference Checks

ATTACHMENT # 3
FINALIST APPROVAL
May 2000
STEP 15

This serves to explain a little more about the need for information at Step 16 in the process. The kinds of questions that will be raised have to do with two main concerns.

The first concern is a review of the committee process used to arrive at its first choice candidate. Does it include an equitable and thorough investigation of other “semi-finalist” candidates. Such a process would include telephone interviews with candidates; reference check by telephone, particularly with any references from their current or last teaching positions; and a very brief analysis of the qualities of these candidates compared to the first choice candidate you want to bring in for interview. In your final report on the search you will need to be able to document that analysis for our records.

The second area of concern relates to the information that you have collected about your first choice candidates and whether a quick review of that information might lead to the suggestion that you obtain an additional piece of data before finally deciding to bring an individual to campus as your first choice. It is the search committee’s responsibility to evaluate candidates. This approval is of the process that you have used to arrive at your choices. Hopefully, this is an opportunity to see some gaps or questions that the committee didn’t think about.

All of the above can be taken care of in about 20 minutes of conversation with the chair of the search committee, with a list of semi-finalists and the complete file of the candidate(s) you want to bring in.

THIS MEETING TO BE SCHEDULED WITH THE APPROPRIATE DEAN.

ATTACHMENT # 4
AFFIRMATIVE ACTION REPORT
UNCLASSIFIED VACANCIES
July 29, 1994
Step 27

The affirmative action report which is required to be submitted at the conclusion of each search process should contain the following documents.

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 or President on finalists selection.
10. Any other documents related to the search.