



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 search and screen committee chair and the committee members attend the annual Search and Screen Training Session. The affirmative action officer is also available to discuss the search and answer questions.
 - The department chair will oversee the completion and submission of the appropriate hiring forms. Forms are available on the respective web sites (HR, EO/AA, OAA, and Accounting Services).

2. **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 Affirmative Action with: a memo requesting a waiver of the requirements for a full search and the name of the individual the department recommends be hired (if known); the individual's CV; and Form EEOR-3 (Request to Extend Offer). The hiring process should then proceed as follows:
 - HREO-1, EEOR-3, candidate CV and waiver memo are forwarded to the Affirmative Action Officer for approval and transmittal to the VCAA. The VCAA approves and forwards the documents to the Chancellor for review and signature. If the waiver is not approved, the department chair will be notified by OAA or the Affirmative Action Officer.
 - Copies of the signed HREO-1 and EEOR-3 are sent to all signatories and to HR
 - The steps for a written offer and contract are completed as in Step 7
 - The Hiring Report (EEOR-4) 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 an 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.

3. **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:
 - a hard copy of the proposed IPFW Faculty/Librarian Vacancy Web Posting (online form located at www.ipfw.edu/vcaa/employment/recruitment/hiringforms.shtml) and
 - a hard copy of the proposed print ads and
 - Purchasing Requisition Form 12 for print ads or online ads with fees.

- For paid ads in national journals or online, the department should follow the appropriate purchasing process for obtaining cost estimates and placing the ad.
 - Follow the IPFW Faculty/Librarian Vacancy Ad Guidelines (Attachment A)
 - Include the IPFW logo, with the statement “IPFW is an Equal Opportunity/Equal Access/Affirmative Action Employer fully committed to achieving a diverse workforce”
 - Approved ad copy and PR Form 12 must reach Purchasing one week prior to publisher’s deadline.
 - For each position, at least one ad **must** appear in one national print publication.
 - Additionally, the OAA will submit the ad (at no cost to the department) to a national website that targets minority applicants in order to reach a wider and more diverse applicant pool.
 - Ads should also be listed with institutions with related graduate programs, and sent out to appropriate listservs
- The department chair also sends an electronic copy of the proposed ads to the Associate Vice Chancellor for Faculty Affairs.
- The dean signs HREO-1 and forwards all documents to EO/AA
- The Affirmative Action Officer 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 and sends it to the Chancellor for approval (if permission to recruit is denied, HREO-1 is routed back to EO/AA 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 sent to all signatories
- The department chair informs the search committee of the approval to recruit and the department EO/AA goals from the signed form.

4. Processing Applications

- A designee of the search committee sends acknowledgment letters, including the Applicant Self-Identification Form and return envelope (available from the Affirmative Action web site) to every applicant.
 - Acknowledgement letters 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.
 - **Refer to the Guidelines for Hiring International Faculty found at:**
http://www.hr.ipfw.edu/assets/documents/IPFW_Checklist_for_Hiring_International_Faculty.pdf
- The search committee should make calls to external references at this time. Calls to persons not on the reference list may only be made after receiving the candidate’s permission.

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

- Three top candidates are selected for on-campus interviews. 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 an updated criteria rubric to identify how the finalists were selected.
- 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 Affirmative Action
- The Affirmative Action Officer 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 sends the approved forms to the Chancellor for approval and signature.
- 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 sent to all signatories

6. On-Campus Interviews

- A designee of the search committee schedules the interviews
- Official transcripts should be requested at this time
- Provide all faculty candidates selected for interview with a Background Records Check Consent and Self-Disclosure Form and a confidential return envelope.
- Form 17C (Request for Approval for Reimbursement of Expenses for Prospective Employee Interview Trips, available from Accounting Services at <http://www.acet.ipfw.edu/Forms/index.htm>) is completed (if applicable) 10 days prior to travel and submitted to OAA.
 - Faculty Records verifies the candidate listed has been approved for interview, signs and forwards to Accounting Services
- Follow Hospitality Expenditure Policy guidelines (Accounting Services web site)
- The search committee develops a list of questions based on the position qualifications rubric to ask at the interview. See Attachment B for a listing of questions that may and may not be asked.
- Candidates meet with search committee, department chair, and others as appropriate (e.g., department staff, student groups, dean, ORES, 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.
- 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

7. 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 Affirmative Action.
 - **The department chair should attach a short paragraph identifying why this was the best candidate of those interviewed.**
- The Affirmative Action Officer reviews information, signs, and forwards to VCAA. The VCAA forwards the form to the Chancellor for approval.
 - **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 the HR immigration specialist *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 sent to all signatories
- Following verbal acceptance, a written offer letter and contract are prepared by the hiring supervisor using the OAA letter templates found at <http://www.ipfw.edu/vcaa/employment/recruitment/hiringtemplates.shtml> and submitted to the VCAA for approval. The faculty records administrator in OAA 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 forwards the offer letter to the Chancellor for approval.
- 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 preparation of payroll documents
 - the unit secretary forwards the dossier (3 *original* reference letters, *official* transcripts, and CV) to OAA

8. Hiring Report: EEOR-4

- The department chair completes and signs EEOR-4
- a designee of the Search Committee informs all unsuccessful candidates by letter that the position has been filled
- the signed form EEOR-4 is routed for signature to the dean, Affirmative Action, VCAA and Chancellor
 - copies of the signed EEOR-4 are distributed to the signatories

9. **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.

IPFW Faculty/Librarian Vacancy Ad Guidelines

Use this guideline to develop your print ads. You may submit several ads of different lengths for different venues but all ads should include the basic elements below in order to comply with federal rules. Please note that those viewing your information will be asked to contact your department directly for questions, not the Office of Academic Affairs. Go to <http://ipfw.edu/vcaa/forms/forms.shtml> to use the fill-in form to develop and submit your IPFW web ad. Submit your online and print ads to the EEO/AA Office with the Recruitment Request (HREO1). **Your online and print ads will first be approved by OAA but will NOT be implemented until the position is approved by the VCAA. You must place at least one ad in a national print journal.**

Department:

School / College:

Position Title:

- NOTE: Faculty will be hired in at the Assistant Professor level unless another title is specifically approved by the VCAA.

Type of appointment: Designate Academic Year, 12 month (administrative or librarian only), or Semester; tenure track or non-tenure track.

Discipline:

Area(s) of expertise (if applicable):

Qualifications / Requirements:

- Degree required (minimum of a terminal degree for all tenure track positions)
- Experience required or preferred
 - NOTE: If you REQUIRE experience in any area, it must be quantified (i.e. 2 years experience teaching in a university setting, etc.)
- Other qualifications required or preferred

Duties:

- Administrative duties (if applicable - i.e. chair the department of , direct the program of)
- Teaching expectations MUST be included
 - Identify whether the candidate would be teaching UG and/or Grad courses, etc.
 - Include student advising expectations, if applicable.
 - NOTE: Do NOT identify how many courses / credits will be taught
- Scholarly endeavor expectations if applicable
- Service / Engagement expectations
- Other duties (if applicable)

Description of the department:

Description and location of the university: See suggested wording on the next page. The content is intended to let candidates know that IPFW is located in a family-friendly community.

Effective date (date appointment will begin):

Application deadline OR Position open until filled:

Must include: Employment is contingent on a satisfactory background records check.

Send letter of application, curriculum vita, and names and contact information of three (3) professional references (add any other requirements) to: (Name, title, department, address)

Contact for information: (Name, title, department, phone, email)

Department web address:

Affirmative Action Statement: *IPFW is an Equal Opportunity/Equal Access/Affirmative Action Employer fully committed to achieving a diverse workforce.*

Suggested wording to describe the university:

IPFW/ Fort Wayne Description (use all or part of) :

Indiana University–Purdue University Fort Wayne (IPFW) is the largest institution of higher learning in northeast Indiana, offering nearly 200 degrees and certificates. More than 13,000 students of diverse ages, races, and nationalities pursue their education on our beautiful 662-acre campus. The university's commitment to service makes it an economic, cultural, and societal leader in the region. See <http://www.ipfw.edu/> . IPFW is located in Indiana's second-largest city, Fort Wayne, with a metropolitan area population of approximately 475,000. (If the position will be located at an off-campus site, such as the Public Safety Academy, state that here). The city enjoys a diverse, active, and well-supported arts community. Fort Wayne has been named an "All-American City" three times. The Fort Wayne Children's Zoo has been rated one of the top ten zoos in the country for children. See <http://www.ipfw.edu/about/fortwayne.shtml> .

Attachment B

Appropriate and Inappropriate Interview Questions

Subject	Appropriate	Inappropriate
Address	"How long have you lived in this area?"	List of previous addresses; how long at each specific address.
Age	NONE	Questions about age; requests for birth certificate.
Arrest Record	Indiana law permits questions on pending charges is related to job, i.e., security or sensitive jobs.	Questions about pending charges for jobs other than those mentioned.
Family	NONE	Number and ages of children' child bearing/rearing queries.
Convictions	May ask if any record of criminal conviction and/or offenses exist if all applicants are asked.	Questions about convictions unless the information bears on job performance.
Education	Inquiries about degree or equivalent experience.	Questions about education that are not related to job performance.
Disability	May ask about applicant's ability to do job-related functions.	Question (or series of questions) that is likely to solicit information about a disability.
Marital or Family Status	Whether applicant can meet work schedule or job requirements. Should be asked of both sexes.	Any inquiry about marital status, children, pregnancy, or child care plans.
National Origin	May ask all applicants if legally authorized to work in this specific position.	May not ask if a person is a U.S. citizen.
Personal Finances	NONE	Inquiries regarding credit record, owning a home, or garnishment record.
Political Affiliation	NONE	Inquiries about membership in a political party.
Organizations	Inquiries about professional organizations related to the position.	Inquiries about professional organizations suggesting race, sex, religion, national origin, disability or sexual orientation.
Race, Color, or Sexual Orientation	NONE	Comments about complexion, color or skin, height, weight, or sexual orientation.
Religion	Describe the work schedule and ask whether applicant can work that schedule. Also, suggest that accommodations to schedule are possible.	Inquiries about religious preferences, affiliations, or denominations.
Work Experience	Applicant's previous employment experience.	Stereotypical inquiries regarding protected group members.