

FACULTY SEARCH CHECKLIST

The Office of Diversity and Equity (ODE) audits all university searches. The following checklist highlights the steps in the search process and documentation necessary to complete the final recruitment file for all full time faculty positions:

Step I. Initiating a Search - The Personnel Change Request Form (PCRF) initiates the search process and must be approved by the President. Contact Linda Robinson (Provost Office) to obtain assigned search number. The search chair or his designee may do this via email.

Date	Documentation	Initials
	Personnel Change Request Form (PCRF) (MySCSU)	
	Attend annual recruitment workshop	

Step II. Recruitment Strategies – A representative from (ODE) will attend the annual recruitment workshop held for all search chairs. The search chair will submit the Search Plan and supporting documents to the Dean. Dean will forward documents to Provost and ODE. Academic Affairs notifies the department of approval of the Search Plan and Job Announcement:

Date	Documentation	Initials
	Affirmative Action Search Plan - includes search committee members recruiting sources, and advertising	
	Copy of the position description, announcement/advertisement	

Step III. Evaluation Criteria and documents: The Search Chair submits to ODE director via email with cc: to Dean, the evaluation/selection grid using qualifications indicated in job announcement, the interview questions and reference questions. The ODE Director will review and approve these documents.

Date	Documentation	Initials
	Proposed evaluation/selection grid	
	Copy of the core interview questions and reference check questions	

Step IV. Evaluation Process and Notification to Applicants- The search committee chair is responsible for sending out the acknowledgement letter to all applicants upon receipt of their application materials. The letter includes the link to the affirmative action response form; this information is used to determine what the applicant pool is like and will be compared to the proposed list of candidates. All correspondences to applicants must be maintained by the search chair.

Date	Documentation	Initials
	Acknowledgement letter with link to Affirmative Action Form sent	

Evaluation of application material- The search committee reviews each applicant's material using the approved evaluation/selection grid and determines which candidates will be recommended for phone interviews. The list of selected candidates are submitted to the Dean and ODE for approval, along with the completed evaluation/selection grid, and page 2-3 of search report to include disposition comment for each non-selected applicants.

Date	Documentation	Initials
	List of candidates selected for phone interviews	
	Completed evaluation/selection grid for all applicants	
	Page 2-3 of search report for all applicants	

Step V. Interview Process- the Search committee conducts phone interviews for approved candidates. Upon completion, the search chair submits to Dean and ODE Director via email the list of candidates selected for campus interviews. In addition search committee must provide a brief narrative explaining non-selected candidates were chosen for campus interview. The Dean and ODE director will provide approval of finalist for campus interviews.

Date	Documentation	Initials
	Brief narrative with explanation of phone interview candidates not selected for campus interviews	
	List of candidates selected for campus interviews	
	Tentative campus interview schedule	
	Copies of the resumes and letters of reference for each candidate being interviewed (as requested)	

Step VI. Recommendation of Final Candidates: Upon completion of campus interviews, the Committee submits to Dean and ODE narrative documenting the strength and weaknesses of each of the finalist. The Dean submits final selection to Provost with cc: to ODE director. Upon approval from Provost the Dean makes verbal offer to selected candidate.

Date	Documentation	Initials
	Narrative with strengths and weakness of each finalist	
	Written justification of selected candidate	
	Verbal offer made by Dean	

Step VII. Job Offer/Final Documents – The search chair compiles the following documents for signature: the Personnel Action Form (PAF), the Final Search Report with CVs of candidates interviewed. After approval of PAF, final search report, and a successful background check, HR generates an appointment letter which is approved and signed by the President. A formal job offer cannot be made without the approval of the appropriate parties.

Date	Documentation	Initials
	Background check completed by Human Resources	
	Completed Personnel Action Form (PAF)	
	Final search report	
	Appointment letter signed by the president	

CANDIDATES THAT WERE INTERVIEWED AND NOT SELECTED SHOULD RECEIVE A LETTER INDICATING SEARCH HAS BEEN CLOSED AND THAT A SUCCESSFUL CANDIDATE HAS BEEN CHOSEN. INTERNAL APPLICANTS SHOULD BE NOTIFIED OF THE SEARCH OUTCOME IN ACCORDANCE WITH COLLECTIVE BARGAINING AGREEMENTS. SAMPLE COPIES OF ALL CORRESPONDENCE TO CANDIDATES, MEMOS REGARDING THE SEARCH, REFERENCE CHECK INFORMATION, ETC. SHOULD BE AVAILABLE TO THE ODE UPON REQUEST.

Faculty Search Process Flowchart

