

CHECKLIST FOR SEARCH AND SCREEN PROCEDURES

General Information

All full-time, tenure-track faculty positions will require national searches. Part-time, temporary or other faculty positions should be posted and advertised locally, in state, and/or regionally.

A national search is to be advertised with an ad in the *Chronicle of Higher Education*, posting on IU Kokomo's web site, posting within IU, posting with the Indiana Employment Commission, and a brief reference ad (see IU Kokomo ad at <http://www.iuk.edu>).

The official description of IU Kokomo to be used in ads is as follows:

One of eight campuses of Indiana University, Indiana University Kokomo is a comprehensive nonresidential campus located 50 miles north of Indianapolis in Kokomo, Indiana, a city with a population of about 48,000. Committed to student success, the campus serves approximately 2,800 students from an 11-county area in north central Indiana. An additional 220 students pursue degrees in technology in cooperation with Purdue University. IU Kokomo has approximately 240 faculty and staff and 125 part-time employees. Associate, baccalaureate, and master's degrees are offered. Additional information about Indiana University Kokomo can be accessed at <http://www.iuk.edu/>.

All Ads should include – IU Kokomo is an Equal Opportunity/Affirmative Action Employer/Persons with disabilities who need modifications or adjustments to participate in the application process should contact the Affirmative Action Office at (765) 455-9529. Verification of a disability under The Americans with Disabilities Act (ADA) may be required. Give web site address - <http://www.iuk.edu/>.

1. Hiring official submits Position Request Authorization to Vice Chancellor for Academic Affairs
Must include support costs if any and justification for position as well as all required signatures
Vice Chancellor for Academic Affairs will submit to Chancellor for approval
Submit original to Affirmative Action Officer and copy to Faculty Liaison
Identify Chair of search committee
Draft advertisement/Position Announcement
2. Form Search and Screen Committee (should be diverse in ethnicity and gender)
Must be approved by Affirmative Action Officer and Faculty Liaison
3. Schedule Initial Meeting of Search and Screen Committee
Affirmative Action Officer and Faculty Liaison must be invited to first meeting to review Search & Screen procedures
Finalize Advertisement/Position Announcement
Develop Recruitment Plan
4. Submit Recruitment Plan including Advertisement to Affirmative Action Officer (AAO) and Faculty Liaison (FL)
Plan and Advertisement must be approved by AAO and FL
Final copy of ad to be submitted to HR on disk in Microsoft Word (to be placed on IU Kokomo's web site)

5. Advertise Position

Give applicants at least two weeks to respond to ad from last date of advertisement
(Review of applications will begin on _____ and continue until the position is filled)

Hiring department sends Applicant-Monitoring form to every applicant with letter of receipt of application

6. Review of Applicant Pool

List all applicants and submit to AAO and FL

Designate which applicants are qualified

Select two to three candidates to interview

Conduct telephone reference checks of applicants to interview - select no more than three candidates

Chair of Committee or designee will conduct reference checks

Submit completed copies of reference checks to AAO & FL

Submit names of applicants for interview to AAO & FL

Submit copies of the résumé and telephone references of candidates to be interviewed to the Vice Chancellor for Academic Affairs

Wait for approval to schedule interviews

7. Schedule candidates for interview

Must interview with Vice Chancellor of Academic Affairs

Must have appointment with Human Resources

8. Interview candidates

Notify faculty and staff that candidates are on campus interviewing

Member(s) of Search & Screen Committee should be appointed to escort candidate(s) the day of interview

9. Submit written report of candidates' strengths and weaknesses to:

Vice Chancellor for Academic Affairs

Hiring Department Dean or Chair

Affirmative Action Officer

Faculty Liaison

10. Vice Chancellor makes recommendation to Chancellor for hiring

11. Oral offer extended by Vice Chancellor for Academic Affairs

12. Written offer by the Vice Chancellor for Academic Affairs

Budget approval from Vice Chancellor for Administration & Finance

Copy of offer letter to the Affirmative Action Officer