

# CHECKLIST FOR FACULTY 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 website, 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 46,000. Committed to student success, the campus serves approximately 3,000 students in north central Indiana. An additional 250 students pursue degrees in technology in cooperation with Purdue University. IU Kokomo has approximately 100 full-time faculty, 140 full-time 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/](http://www.iuk.edu).

All ads should include "IU Kokomo is an Equal Opportunity/Affirmative Action Employer/Persons needing assistance to apply for this position should contact the Office of Affirmative Action at (765) 455-9529" and give website address - [http://www.iuk.edu/](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 in Microsoft Word (to be placed on IU Kokomo's website)

## 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