

PROCEDURAL GUIDELINES
FOR FILLING
FACULTY AND ADMINISTRATIVE
POSITION VACANCIES

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PROCEDURAL GUIDELINES FOR FILLING FACULTY/ADMINISTRATIVE POSITIONS

1. Appoint Search Committee
2. Develop advertisement
3. Email an electronic copy of the ad to the Affirmative Action Officer at affirmative.action@atu.edu.
4. Submit Vacancy Announcement Form to the Affirmative Action Office with copy of advertisement attached.
5. Develop circulation list if ad will be sent to other universities – if sent to Arkansas institutions, it must be sent to UAPB. Send ad to Minority Recruitment Contacts listed in the Procedural Guidelines booklet. – Mailing labels are now available online at <http://www.atu.edu/affaction/>
6. Brief minutes must be kept for all search committee meetings and retained by the search committee chair.
7. All applicants must receive an acknowledgement letter immediately upon receipt of their application. A sample acknowledgement letter may be found on the Affirmative Action website <http://www.atu.edu/affaction/>. Applicants will be instructed to complete an online survey regarding minority, disability, and veteran status.
8. Once the deadline for accepting applications has closed, an interim report should be completed and reviewed by the affirmative action officer. The interim report should include a list of all applicants that applied for the position. This report should be submitted to the Affirmative Action office prior to interviewing the first candidate.
9. If no viable applications were received, a memo should be sent to the Affirmative Action Officer giving an explanation for declaring a failed search (i.e., a small applicant pool, candidates withdraw from consideration, no qualified candidates applied). You must also include a decision to either close the position or extend the application deadline.
10. The search committee will screen candidates at three levels: meets minimum requirements, meets preferred requirements, considered for an interview. Telephone interviews may be conducted prior to scheduling a campus interview. It is helpful to have some kind of objective instrument to use for screening purposes only.
11. Structure all telephone and face-to-face interviews to avoid discriminatory questions/comments, i.e., regarding race, gender, marital status, etc.
12. Once a candidate has been selected, contacted, and confirmed, please inform the affirmative action officer by email or phone. The minority data will be sent to the search committee chair to be used when filling out the Position Filled Report. When returning the Position Filled Report, attach the Checklist documenting that all steps in the process have been followed as prescribed in the Guidelines.
13. If no candidate was selected, a memo should be sent to the affirmative action officer including the position, position number, future plans for the position, and a brief explanation as to why the position is closed without selecting a candidate.
14. All forms and guidelines are included in the April, 2009 revised copy of the Procedural Guidelines for Filling Faculty and Administrative Position Vacancies. (website: <http://www.atu.edu/affaction/>)

GUIDELINES FOR FILLING FACULTY AND ADMINISTRATIVE VACANCIES

INTRODUCTION

These guidelines have been developed with the expectation that they will provide a foundation for appropriate practices, not as rules to serve every situation. The spirit of openness and shared responsibility which these guidelines are intended to convey are consistent with affirmative action and other institutional commitments which promote the identification and selection of qualified faculty and staff.

1. ANNOUNCEMENT AND ADVERTISING OF POSITION

- a. When a vacancy occurs, the department head involved will forward a written notice to the dean of the school. The dean will forward the notice to the vice president for academic affairs. If the position is approved, the vice president for academic affairs will send written authorization to the dean of the respective school with a copy to the affirmative action officer. After receiving notice of the approval of vacancy, the affirmative action officer will forward an Affirmative Action Reporting Packet to the dean. The dean, in consultation with the respective department head, will appoint an appropriate search committee. The dean may appoint the department head to serve as the chair of the committee, or the department head may appoint a designee, after consultation with the dean. Whenever a vacancy occurs in a department head's position, the dean may elect to serve as the chair of the committee or to appoint a designee.
- b. If the department head or a designee does not serve as the chair of the committee, the search committee will select one of its members to serve as the chair of the committee. The department head, or the dean in the case of filling the position for department head, in conjunction with the designated search committee, will be responsible for conducting a national search. The dean and the department head, in consultation with the vice president for academic affairs, will develop the advertisement and position description which will be reviewed by the affirmative action officer. The office of the vice president for academic affairs will be responsible for submitting the advertisement to two national publications. The department offering the position will be responsible for mailing the notices to selected locations or any discipline specific publication(s).

2. RESPONSIBILITIES OF THE SEARCH COMMITTEE

- a. The search committee will conduct regular meetings throughout the search process and record minutes of all meetings. The search committee chair will maintain the file containing minutes of the meetings and other documents related to the search and hiring process for no shorter than 5 years.
- b. The first meeting of the search committee will outline the schedule and procedures

to be followed in conducting the screening process. The committee will develop a list of criteria to be utilized for screening candidates at each stage of the selection process. Each member of the committee completes an objective assessment of each application based on the established criteria. These individual assessments are consolidated and presented to the committee for a formal vote to accept the slate of candidates screened at each phase of the process. Only the consolidated assessment, not the individual assessments, is included in the minutes to document the actions of the committee. The personal records and notes used by members of the committee in reaching their decision will not be a part of the record and become the personal property of each person after the recommendations are voted on in formal committee action.

- c. The file maintained by the search committee chair should contain the following documents:
 - i. Vacancy announcement, published advertisements, and circulation lists where notices were sent.
 - ii. Description of procedures to be followed by the committee and all criteria utilized for screening applications at each stage of the selection process.
 - iii. Name, position, rank, gender, race, and length of service of each person serving on the screening committee.
 - iv. Minutes of each meeting containing date of meeting, committee members present, and action taken.
- d. After the published date for accepting applications, the search committee will either recommend extending the search and re-advertising the position or will recommend closing the search after selecting the qualified finalists. At this point the committee will complete the initial screening process by selecting candidates who meet the minimum qualifications described in the vacancy announcement. Letters may be sent at this time or after the position is filled to those applicants who did not have the requisite qualifications.
- e. The next round will further screen the candidates according to a more specific list of criteria developed by the committee. After the top-rated candidates have been selected by the committee, the chairman will arrange for committee members to begin contacting references on candidates by using a list of appropriate questions prepared by the chairman and reviewed by the committee. After checking references, the reports will be consolidated and presented to the dean of the school. The chairman and/or designated members of the committee will contact the finalists to discuss particulars of the position and to ask whether the candidate wishes to remain under consideration.
- f. The committee will define the number of finalists that they wish to recommend to the dean for further consideration. The dean will review the information on the candidates and the minutes of the meetings. At this point in the selection process, the committee chair will have filled out the Interim Report containing a list of applicants and the rating they received by the search committee. The interim report

will be sent to the affirmative action office with indication of which candidates the search committee would like to interview. The affirmative action officer will complete the form with the information received from the applicant survey. This will allow the affirmative action officer to determine if qualified women and minority candidates will be given serious consideration for an interview. The dean, after consultation with the search committee, will recommend a final slate of candidates to the vice president for academic affairs who will determine which candidates will be invited to the campus for an interview. The vice president may utilize the minutes and consolidated assessments of the committee in selecting the finalists to be invited for an interview.

- g. The search committee chair, working with the dean and vice president for academic affairs, will arrange an interview schedule for the candidates. The affirmative action officer will provide guidelines to assist with the selection of the questions and topics of discussion to avoid possible discrimination. Interview booklets are available through the deans and affirmative action officer. After the interviews are completed, the committee chair will forward all the applications, minutes, and other documents related to the screening process to the dean of the school. The file will be retained by the dean for the required period of time as determined by state and federal guidelines (five years in most cases) or until such time the affirmative action officer authorizes disposal.

3. REQUIRED DOCUMENTATION MAINTAINED BY THE AFFIRMATIVE ACTION OFFICER

The affirmative action officer will be responsible for maintaining a complete packet of forms and resources to assist the search committee with the recruitment and hiring process. Upon receiving notice from the vice president for academic affairs approving the vacancy, the affirmative action officer will forward an approved position verification that will contain the position number assigned by the affirmative action officer. The search committee chair should then complete the following forms that are located on the affirmative action website: <http://www.atu.edu/affaction/>.

(a) VACANCY ANNOUNCEMENT FORM:

This form is to be completed and returned to the affirmative action officer along with a copy of the proposed advertisement as soon as the vacancy is authorized. The affirmative action officer will review the advertisement and forward a verification of authorization to the search committee chair. At this point, the office of the vice president for academic affairs will process the requisition for listing the advertisement in the designated national publications. Also, the search committee chair may now place the ad in any other discipline specific publications he or she chooses.

(b) MINORITY RECRUITMENT CONTACTS

The advertisement should be sent to select historically black institutions and minority clearinghouses in addition to other selected colleges, universities, agencies, and individuals for the purpose of ensuring the widest exposure possible to qualified female and minority candidates.

(c) CHECKLIST FOR FILLING FACULTY AND ADMINISTRATIVE VACANCIES

This form should be used as a guide to ensure that each step in the hiring process is completed, dated, and accounted for as documented by the signature of the person responsible.

(d) LETTERS OF ACKNOWLEDGMENT

The advertisement will direct all applications to be forwarded to the office of the department head. Upon receipt of each application, the department head will forward a letter of acknowledgment and will request the candidate to complete a statistical data survey located on the Affirmative Action website for use in completing state and federal reporting requirements. The letters of acknowledgements should be sent immediately upon receipt of the application. Letters should also be sent to all applicants who are no longer under consideration, and these courtesy letters can be sent at any point in the search process.

(e) STATISTICAL DATA SURVEY

Statistical data required for state and federal reporting requirements will be requested for each applicant. The address to the affirmative action website and directions for the applicant survey will be included in the acknowledgement letter. The applicant survey can be found at <http://www.atu.edu/affaction/AAsurveycard.shtml>. The submitted information will be returned to the affirmative action officer who will maintain the confidentiality of the information until the search committee has completed the interview process and a candidate has been chosen.

(f) INTERIM REPORT FOR PRE-INTERVIEW MONITORING

After the search committee completes the final screening and recommends a slate of candidates to the dean, the affirmative action officer will then forward the completed Statistical Data Survey Cards submitted by the candidates to the office of the dean where the Interim Report will be prepared and submitted to the affirmative action office. The affirmative action officer in consultation with the search committee and the dean will determine the breadth of ethnic and gender representation and decide whether to declare the application process closed.

(g) POSITION FILLED REPORT

At the conclusion of the interview process, the vice president for academic affairs, in consultation with the search committee, will select the one candidate who best meets the requirements for the position. The selection process and criteria utilized in making the final selection will be documented and placed in the file maintained by the dean. After approval by the president, the vice president for academic affairs will authorize the dean to extend the offer. Upon acceptance, the search committee chair will notify the Affirmative Action Officer a selection has been made. The interim report will be forwarded to the search committee chair with the minority information included. The Position Filled Report will then be completed and forwarded to the affirmative action office. A contract will not be issued until all paperwork has been received.

4. EMERGENCY APPOINTMENTS

In the event of emergencies such as late registrations or illness which prevent a full search, the position may be filled temporarily upon authorization by the vice president for

academic affairs and the president. In this event, a one year contract will be issued, and the complete search process will be initiated prior to the end of the temporary appointment. In lieu of completing the Position Filled Report, in the case of temporary appointments, a copy of the authorization to issue a contract will be forwarded to the affirmative action officer with a completed Statistical Data Survey.

GUIDELINES FOR FILLING ADMINISTRATIVE VACANIES

The same basic procedures utilized in filling faculty positions will be followed when filling administrative positions. The same forms will also be used. All administrative positions will be coordinated through the vice president who supervises the respective departmental area. When filling the position of a department head, the dean of the respective school will be responsible for appointing the search committee and maintaining the records relating to the advertisement and screening process. When filling the position of a dean, the vice president for academic affairs will be responsible for appointing a search committee or assigning a designee to complete the process. In cases involving the position of directors, the respective vice president or appointed designee will follow the appropriate procedures in completing the hiring process as described in the guidelines. The president or appointed designee will be responsible for all vacancies which are in direct line to the Office of the President.