Overview of Search Procedures for Faculty Positions

1. First Search Committee Meeting
The following outline can be used to start an agenda for the meeting:

□ Review Office of Diversity search documents (each opens in new window):
  – Office of Diversity Search Process pdf
  – Guidelines for Pre-Employment Inquiries
  – Non Discrimination Statement

□ A WORD ABOUT CONFIDENTIALITY
  • Search process is confidential
  • All search committee discussion must be kept confidential.
  • Candidate information should not be shared
  • Finalist information should not be shared
  • Reference checks must be done with guidance from Search Chair/Department Head
  • For searches where there are internal applicants, the search committee must take extra care to NOT discuss any aspects of the search in front of internal applicants. The department must also take care when scheduling interviews to ensure the confidentiality of finalists.

Planning Your Search

□ Search Process Best Practices
  • Free of bias or stereotyping or applicants in verbal or written communication
  • Candidates must be evaluated fairly
  • Search Committee discussions need to focus on the materials submitted (resumes, references, etc), interviews, and comments from individuals that also met with the finalists. Personal information on any applicant must be kept out of the search committee discussions.
  • Campus visit provides similar opportunities for each finalist
  • Interview procedures treat finalists consistently

□ Your search will need to document the good faith efforts that were addressed during the search. Here are some examples which will help your committee formulate a plan best suited for your search:
  • Reviewed Affirmative Action Placement Goals for Position
  • Reviewed Diversity of Applicant Pool Report
  • Reviewed Diversity of Finalist Pool Report
  • Recruited at professional conferences that target underrepresented professionals
  • Called or sent the position announcement to professional organizations focusing on underrepresented individuals
  • Engaged local and regional networks of people in related fields at corporations/businesses to suggest potential candidates
  • Mailed/emailed vacancy notices to graduate departments, professional journals, and/or newsletters
  • Sent position announcement and/or requested nominations from departments in:
    Historically Black Colleges and Universities (HBCUs)
    Hispanic Serving Institutions
    American Indian Serving Institutions
    Asian serving Institutions
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• Good faith efforts that are not listed above

☐ Discuss Advertising Sources.

Required Advertising Sources for National Searches
1. U of I Job Board: Posted automatically
2. HigherEd Jobs and Affirmative Action Email: Posted automatically and your unit is billed directly.
3. Illinois Diversity: posted automatically by ODEA. Departments do not need to upload this advertisement to the Activity Tab in HireTouch.
4. Abilitylinks.org: Unit must post to the website. AbilityLinks is a free nationwide job opportunity website for persons with disabilities and inclusive employers.
5. CIC Doctoral Directory: Unit must review the website. To begin the review, click the Search the Database link at the bottom of the page. Search Chair should contact potential candidates (could be by email) to share the job posting. Additional instructions will be sent by ODEA to the search committee chair.
6. The Diversifying Higher Education Faculty in Illinois Program: Unit must review the website. Search Chair should contact potential candidates (could be by email) to share the job posting. Additional instructions will be sent by ODEA to the search committee chair.
7. The Registry: Unit must review the website. Search Chair should contact potential candidates (could be by email) to share the job posting. Additional instructions will be sent by ODEA to the search committee chair.
8. South Regional Education Board DSP Scholar Directory: Unit must review the website. Search Chair should contact potential candidates (could be by email) to share the job posting. Additional instructions will be sent by ODEA to the search committee chair.
9. Review the approved Search Form for all additional sources that your unit identified as sources it will use. Will sources already identified be effective in soliciting and recruiting a qualified and diverse pool of applicants? Should additional sources be used?

Search contact needs to save a copy of each ad AS IT APPEARS in each source. Upload as 1 pdf file via the Activity tab in HT.

Planning for the review of Applicants

☐ Discuss and set applicant screening criteria. Establish criteria BEFORE review of ANY APPLICATIONS
   – Start with information in Search Ad
   – Discuss Preferred Criteria
   – Applicants must meet all required criteria to move forward in the search process
Once established, ask the Search Contact to upload the Applicant Screening Criteria into HT

☐ Discuss letters of reference
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Search committee must have a consistent plan concerning letters of reference

- All must be in for review of application? (Date may have been specified in the ad)
- All must be in to select applicant for next level of review?
- Other?

Whatever plan is selected, the search committee must be consistent for all applicants at each stage of the process.

Evaluation of letters- strength of letters especially as related to applicant screening criteria

Please note- Search Committee members cannot be references for any applicants.

- Discuss late applications

If your ad will remain on jobs.illinois.edu past the advertised deadline date the search committee will need to discuss the following three options:
1. Not review any late applications after the deadline. Begin the review of on time and complete applications. If the on time and complete applications do not yield a strong pool, your committee can decide to then look at late applications. See point 2 below for further information on reviewing late applications.
2. Review on time and late applications from the beginning of review period. Appoint a member of the search committee to work with the staff contact to monitor applications received after the deadline date. Notify the search committee when new (late) applications have been submitted. The committee will need to review all late applications received prior to a decision to make an offer.
3. Remove the posting from the job board at midnight of the deadline date. Late applications could not be submitted.

- Establish timeline for search process

- Begin Discussion of the Interview Process - See section 5 for items to discuss.

2. Committee Review of Applications

- Review the Diversity of the Pool Report. This report will be sent to the Search Chair and Diversity Advocate via email the day after the deadline

- Review applications using the established initial criteria

- Keep in mind information from the Office of Diversity on reviewing applications:
  - Be mindful of unconscious bias as you review candidate names, experiences, educational institutions, etc.
  - Evaluate each candidate’s entire application; don’t depend too heavily on only one element such as letters of recommendation, or the “prestige” of the degree granting institution or post-doctoral program.
  - Don’t automatically eliminate candidates without preferred qualifications.
  - Be able to defend every decision for eliminating or advancing a candidate.
  - Spend sufficient time (at least 20 minutes) evaluating each applicant.

For additional information, review the ODEA Search pdf (opens new window)
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3. Screening/Phone Interviews (optional)
If the Search Committee conducts screening/phone interviews in order to determine a set of on campus finalists, document the criteria for evaluating these interviews. Please document why applicants involved in the screening/phone interviews were not chosen as on campus finalists. Add this information to the Summary Narrative.

4. Selection of Finalists
After on campus finalists are chosen, work with Search Contact to submit Finalist Notification Form (FNF) as soon as possible. The department can invite finalists while Finalist Notification Form is being completed, but we ask that the FNF be fully approved BEFORE any campus visit begins. The form approval page defaults to ODEA, but please change the approver to Elli, Amy.

Document and Submit:
- □ Applicant Screening criteria (used to review applications)
- □ Copies of all ads placed
- □ Update Status Codes for all applicants
- □ Interview Questions and Criteria (we strongly encourage all units to have these two items established early in the process)
- □ A Yes/No answer to the following: Did the Search Com and Diversity Advocate review and discuss the Diversity of Pool Report?
- □ If only 1 finalist, please explain

Status Codes to choose for applicants:
1. Not reviewed (the committee did not review submitted information)
2. Incomplete Application
3. Does Not Meet Minimum Qualifications – Education/Degree
4. Does Not Meet Minimum Qualifications – Experience/Skills
5. Meets Minimum Qualifications – Lacks Preferred Education/Degree
6. Meets Minimum Qualifications – Lacks Experience/Skills
7. Screening or Phone Interview
8. Finalist and/or On-Campus Interview
9. Withdrew

5. Interview Process
Please ensure that the following are established before any interviews begin:
- □ Interview Review Criteria- used to evaluate each on campus interview

Interview Review Criteria will normally be based on a more in depth review of the Initial Screening Criteria including items that could not be assessed on paper or reference letters. Examples from various searches in the recent past can be found via the LAS Faculty Search Info Box folder:
https://uofi.box.com/s/q5b9hlcq8fdsc4r5582wqz4q6w3uiml
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□ Basic set of Interview Questions
These questions are asked by the search committee to each on campus finalist. Examples can be found via the LAS Faculty Search Info Box folder: https://uofi.box.com/s/q5b9hlc08fdsc4r5582wqz4q6wf3uiml
Additional questions do not need to be documented:
  – Follow-up questions
  – Questions specific to a certain aspect of a finalist’s vita (i.e. specific research question)

□ Interview schedule
All finalists must be given the same opportunity to meet the same set of people as much as possible. All individuals interviewing the finalists should review the following;
  Position Announcement
  Finalist’s Vita
  Guidelines for Pre-Employment Inquiries: http://oeea.illinois.edu/academicsearch.html

□ Certify the oral English proficiency of non-native English speakers
State law that requires that the University certify the oral English proficiency of non-native English speakers who have classroom instruction responsibilities. Assessment and certification of oral English proficiency is a long-standing responsibility that is set forth in Provost Communication No. 3. Search committees for faculty hires will need to be aware of this responsibility to assess and certify that individuals recommended for hire into classroom instruction positions are proficient in speaking English. Assessment should occur as part the search process, for instance, through one-on-one interactions, committee interviews, job talks, etc. This review is necessary to ensure compliance with state law and by external audit findings. The University of Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, gender or disability.

6. Requesting Offer from Dean’s Office
Submitted via Summary Narrative and HireTouch Summary Form:
  □ Letter to Dean requesting the offer
  □ Good Faith Efforts addressed for the Search
  □ Interview Review Criteria
  □ Basic Interview Questions
  □ Evaluation of each Finalist-Justification for finalists must include how he/she met or did not meet the following:
    – Applicant Screening Criteria- qualifications; experience; references, etc.
    – Interview Review Criteria- in depth review of qualifications and experience; research talk, etc.
  □ For each Finalist: name, interview date, visual estimation of: gender, race/ethnicity
  □ Certify the oral English proficiency of non-native English speakers

7. Final Steps
□ The Offer letter- The Office of the Dean will contact the unit via email with approval to issue the offer.
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For units within a School:
1. The School Director will issue the offer.
2. After the written acceptance of the offer has been received, upload the proposed appointee's written acceptance.
3. Update the proposed appointee’s status to “offer accepted”.
4. Summary form- please make any edits to the salary field and approve the form.
5. Start the Background Check Request Form and submit to AHR.
6. Send copy of accepted offer to the Office of the Dean (Jody Vaughn).
7. The Office of Diversity will review the Summary Form and issues the ODEA approval email.
8. Campus HR Background Check Process. See Below.

For units NOT in a School:
1. The Dean will issue the offer.
2. Upon receipt of the acceptance, the College will complete the necessary steps to finish the Summary Form. If the units receives the acceptance, please make sure the College office (Jody Vaughn) receives a copy.
3. Unit starts the Background Check Request Form and submit to AHR.
4. The Office of Diversity will review the Summary Form and issues the ODEA approval email.
5. Campus HR Background Check Process. See Below.

☐ Campus HR Background Check Process

- If check not needed, campus HR completes request, unit notified (via email) to proceed with hire.
- If check needed, campus HR submits request to GIS via HireTouch
  - Email sent to potential hire from GIS to initiate the check.
  - The status of the potential hire in HT should change to reflect if the individual has (started or completed- not sure on status codes) the GIS form.
  - GIS completes criminal history check
    - Once complete, if no convictions are found, GIS updates HireTouch via integration and unit notified (via email) to proceed with hire. Units begin new hire process.
    - If convictions are found, Campus HR invokes the review process to determine if candidate can be hired.
      - If candidate can be hired, HireTouch is updated and unit notified (via email) to proceed with hire. Units begin new hire process.
      - If candidate cannot be hired, Campus HR contacts unit directly. HireTouch is updated to show process complete only after unit and candidate have been informed.

☐ Board of Trustee Approval
- All faculty appointments must be approved by the Board of Trustees prior to the service begin date.
- Consult the AHR Instructions for BOT approval (http://www.ahr.illinois.edu/InstructionsBOT.pdf) for deadline dates and a list of required materials to be submitted to AHR.
- For an Aug 16, 2016 start date, a unit must submit all required material to AHR by June 21, 2016.
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□ Wrapping up Search paperwork for all units: While completing the steps above, please make sure these items are completed:

□ If the job is still on the U of I job board, please email diversity@illinois.edu and ask them to remove the job. If you are still reviewing applications, please wait to do this until the review is complete.

□ Inform all other candidates of their status—via email in HireTouch or letters. You may want to hold off on contacting the other finalists until after your top candidate has accepted the offer AND the background check has been successfully completed. Remember to scan and upload any letters into each applicant file in HireTouch. All applicants must be informed of their status in the search—this may have been done in stages throughout the search (an email to applicants that did not meet the minimum requirements sent after the first review of applicants, etc.). Instructions on sending bulk emails can be found in HT- Resources tab—Email Correspondence

If offer declined:

• Recertify the Summary Form and update the information for your next proposed hire.
• Upload an addendum indicating the date of the declined offer and all further steps and attach via the Activity Tab.
• Submit Summary Form to College, LAS Hiring for review.
• Update the status code for the person that declined your offer to “Declined Offer”

• If the department will not offer the position to anyone else, the staff contact should reject the Summary Form. Update the status code for the person that declined your offer to “Declined Offer” and inform the College that the search will be closed without a hire.