

CHECK-OFF SHEET FOR SEARCHES



1. AUTHORIZATION FOR SEARCH IS REQUESTED

A. Justification of position prepared. Includes courses/enrollment taught by each faculty member in the department/college for the past five years; projects courses to be taught in year of hire.

B. Position description prepared; shortened advertisement prepared.

C. Specific plans for recruitment, including recruitment of minority and women candidates prepared. Includes proposed sites for advertising (print and internet), universities to be contacted, placement bureaus to be contacted, etc.

Above material is sent by the department to the dean who forwards the material to the Office of the Vice President for Academic Affairs for recommendation and action.

2. NOTIFICATION OF AUTHORIZATION TO BEGIN SEARCH IS PROVIDED BY OFFICE OF VPAA

A. Once authorization is given an electronic copy of the position description should be e-mailed to Chad Bryan at c-bryan@onu.edu so that the position description may be placed on the employment opportunities web site.

3. ADVERTISEMENTS, NOTICES, CONTACTS BEGIN

4. WHILE SEARCH IS BEING CONDUCTED

A. Acknowledgment of letters of application, resumes, transcripts, letters of recommendation occurs within 24 hours of receipt.

B. All applicants are sent application forms and affirmative action forms with letter of acknowledgment of interest.

C. File on each applicant contains all materials submitted including e-mail correspondence. NOTE: Complete files contain letter of application, resume, letters of recommendation, transcripts*, ONU application form, phone call references.

**If original transcripts sent directly by the University/College of record are not sent originally, they should be in the file prior to the interview.*

5. POOL IS REVIEWED AND NARROWED TO INVITE FOR INTERVIEW

A. Reference calls (minimum of 3) made on all individuals being considered for invitation to campus. Notes placed in files.

B. Dean reviews files and departmental recommendations of individuals to be invited to campus. Continued interest of candidates verified. Interviews are not scheduled without completion of the entire file (application form, transcripts, three telephone reference checks, resume). Dean receives authorization from Office of VPAA to invite for interview.

6. INTERVIEW PROCESS (One - two days)

A. Offices, individuals contacted regarding availability for interview; schedule made in consultation with those interviewing. Included in the schedule are contacts with department members; individuals from corollary departments, as appropriate; students in the department; the chair of the department, the dean, the associate vice president and vice president for academic affairs; the president. Sufficient time is allotted for each interview so that the individual being interviewed has sufficient time to get to the next appointment. Some interview sessions may be with two or more persons.

B. Complete files on candidates provided to dean, VPAA, AVPAA, president prior to interview. VPAA receives original file.

C. Candidates make a presentation to faculty members and students in the department.

D. Included in the interview schedule is a tour of campus and the town.

E. Each individual (faculty members, corollary department members, students) involved in

the departmental interview fills out an evaluation form which becomes part of the candidate's file.

7. RECOMMENDATION

A. Department members review evaluations of interview; recommend as to suitability of candidates. A written recommendation is made by the department chair to the dean. The individual evaluations of those who interviewed (faculty members, corollary department members, students) are attached to the chair's recommendation.

B. Dean reviews departmental recommendations and sends recommendation and accompanying materials to vice president for academic affairs which includes recommended salary, rank, credit for service, if any. The University is reluctant to provide much, if any, credit for previous service as that places the candidate, the department, the college, and the university in having to make accelerated decisions on promotion and tenure.

C. Vice president for academic affairs reviews recommendations and sends recommendation to the president.

8. AUTHORIZATION

A. Authorization to make an offer is provided by the vice president for academic affairs in a written script to the dean of the college. The script contains the proposed conditions of employment.

B. Dean of the college makes the oral offer. If there are any questions about the offer, the dean confers with the vice president for academic affairs. The dean obtains an oral assent to the conditions of the offer.

9. WRITTEN CONTRACT

A. Dean informs office of academic affairs that candidate has agreed to conditions of offer.

B. Office of Academic Affairs prepares contract which is signed by president; contract, letter of appointment, and fringe benefit sheet are sent to candidate.

C. Signed contract is returned to Office of Academic Affairs which notifies dean that contract has been received.

Office of Academic Affairs (1997-98)
Reference: Faculty Handbook, Appendix VII