

FACULTY SEARCH PROCEDURES

Overview

Hiring is one of the most important decisions we make at Slippery Rock. The colleagues we hire reflect our institutional mission and values. Searches are complex, time-consuming, and require thoughtful deliberation. These step-by-step procedures are chronologically organized to assist Search Committees, Department Chairs, and Deans in successfully navigating the search, selection, and hiring process. Each step is followed by a bracket for the Committee to enter the completion date as part of its search file and to assist in tracking its progress. Following each step will improve opportunities for attracting strong faculty candidates to Slippery Rock. The Office of Human Resources and the Office for Campus Climate and Culture (from this point forward, referred to in this document collectively as “Human Resources”) are prepared to assist all parties with these procedures and any questions that may arise throughout the search process.

Procedures

These procedures apply to all faculty positions, except for search-waived positions. These positions require the use of a Search Committee. After a Dean’s office notifies a department and Human Resources that a position has been approved for search and posting, the process will begin.

1. Department Chair identifies Search Committee members

The Search Committee is comprised of at least (3) faculty members. Attention should be given to achieving a broad range of perspectives in alignment with the university mission.

[Search Committee members:]

2. Search Committee and Department Chair meet with Human Resources

The Department Chair and Search Committee will meet with Human Resources to review the search procedures, answer any questions the Committee may have, and discuss what assistance the office may provide. All Search Committee members must complete Mitigating Bias training annually. Training can be scheduled prior to official position approval to expedite the search process.

[Meeting date:]

3. Department Chair meets with the Search Committee to draft the job-posting language, screening instrument, and the advertising-and-recruitment plan

The screening instrument should include a section for pre-screening candidates who do not meet the advertised minimum qualifications. The screening instrument must include the minimum qualifications listed in the job posting. Only candidates who meet the minimum qualifications will receive further consideration.

[Meeting date:]

- The Search Committee will prepare the search materials listed above and submit them to Human Resources for review. The primary focus will be on ensuring a broad and inclusive initial phase of the

search. Their secondary priority will be to address implicit bias and ensure equitable practices within the screening instrument.

- If Human Resources recommends changes, they will provide written feedback along with a rationale. The Search Committee will then review these recommendations and work collaboratively with Human Resources to reach consensus on the job-posting language, screening instrument, and advertising-and-recruitment plan. Once agreed upon, these materials will be forwarded to the appropriate authority within the Human Resources office for final approval. If involved parties cannot reach an agreement, all information will be forwarded to the Dean or Provost who, in consultation with Human Resources, will determine final approval. (If Human Resources recommends no changes, they will provide notice, as well.)
- Human Resources will focus on compliance and will have final review and approval before the position is submitted by the Department Chair to the hiring system.

4. Department Chair (Supervisor/Manager) creates online posting and logs into the system with username and password

When the job-posting language, screening instrument, and the advertising-and-recruitment plan are approved, the Department Chair creates an online posting <<https://careers.sru.edu/hr>>.

[Date:]

Steps:

- The initial prompt requires the Chair to enter their first initial and last name (no spaces) for *both username and password* then they will be prompted to change their password and confirm.
- Under “Create Request to Fill and Posting” select “Create from Scratch” or “From Previous” (if available).
- (If requesting a search waiver, see Exceptions #14, below.)
- All required information is indicated by an asterisk in the online system.
- Under “Search Committee” list all the Search Committee members.
- Under “Required Documents” select:
 - o a cover letter and CV (or resume).
 - o a teaching philosophy (if desired).
 - o letters of reference (only required if you want separate letters of reference as the online application already requires contact information for professional references).

Minimum Posting Language Requirements

- Must include, “Demonstrated commitment to academic discovery and human growth” and “Successful performance in an interview with the entire search committee, including a teaching demonstration, are required.”

Special Instructions to Applicants should include

- Name and address of where additional application materials not submitted online should be sent, if requested (e.g., transcripts, certifications, etc.).
- The date for review of applications shall be a minimum of thirty (30) days from the date of posting.

Posting Specific Questions

- Specific questions can be added to the posting (but are not required). These questions can be used to qualify/disqualify applicants.
- Pre-approved questions are listed under the “Add a Question” button and can be found by clicking on the Search tab.
- Search Chairs can request additional questions be added to posting using the Comments section tab near the end of the posting process.
- If Human Resources approves the additional questions, they will be added to the posting.

Disqualifying Points/Questions

- The system enables you to disqualify and/or assign points to certain answers to closed-ended questions.
- Candidates can be ranked according to posting criteria.
- If an applicant answers “no” to a disqualifying question, the system will automatically send a message to the applicant indicating a “Fail Message” and the application will be considered “Inactive.”

Saving/Approving the Posting

- After completing the posting criteria, a posting is not saved until the “Confirm” button is selected on the final summary page.
- The Search Chair selects “Submit to Dean/Dept Head” for approval.

NOTE: This form also requests the Department’s Search Plan, which includes recruitment strategies focused on creating a robust and inclusive applicant pool, aligned with Pillar One of the University Strategic Plan.

Advertising Resources

- Publications selected for advertising the position will be paid for by Human Resources, which has a list of approved publications. Search Committees may select either national or regional publications, but not both.
- Advertising in sources other than those listed is the fiscal responsibility of the department. If requesting additional advertising, add the cost center to be charged. (Departments should consult with their Dean about the cost of additional advertising.)

5. Screening Applicants

The Search Committee utilizes the Approved Screening Instrument to review all applicants. Applications should be initially screened to determine which applicants do not meet the minimum qualifications. Each Committee member will then individually screen the CVs/resumes of all minimally qualified candidates using the Screening Instrument developed by the Committee.

[Date:]

When screening resumes, the Search Committee should keep the following in mind:

- The screening process should be completed in a timely manner as determined by discussion between the Department and the Dean.
- Any documentation (notes, reference checks, etc.) created as part of the search process must be objective.

After screening all minimally qualified candidates a deliberation should occur to determine who moves forward in the search process. Each department should establish procedures for deliberation in their department bylaws and/or department procedures.

6. Telephone/Video Conference Platform Screening

Although telephone or video conference platform screenings are not required, they can be helpful in gathering additional information upon which to make interview decisions. If using telephone or virtual screening the Committee must submit all screening questions to Human Resources for approval. Committee members must be present for all screenings to provide input on candidates and vote. Should a committee member miss a candidate screening they can regain input in deliberation and voting in the next phase of the search process. The method of screening must be consistent across all candidates. Guidelines for telephone/ video conference screenings should be determined by the department in their department bylaws and/or department procedures, including but not limited to when telephone/ video conferencing occurs and camera usage.

7. Reference Questions

The Search Committee will develop reference questions and forward them to the Human Resources Office for review and approval. A standard form should be developed and used for all reference checks to ensure consistency in the process. A sample reference question form is available through Human Resources. Reference questions must be job related. After screening all applications, the Search Committee should conduct at least three (3) reference checks on all candidates under consideration for an interview. Reference checks for each candidate should be divided among committee members and must be conducted before the candidates recommended for interview are forwarded to the Dean. Consistency and objectivity are crucial when conducting reference checks. Faculty should objectively document the responses of each reference, avoiding personal interpretation.

8. Interview Questions

The Search Committee will develop interview questions and forward them to the Human Resources Office for review and approval. The interview questions must be based upon job-related duties and the posted job description. Special care must be taken to ensure that all candidates are treated equally. All candidates should be asked the same questions in each interview. Any reference to race, religion, color, sex, national origin, age, disability, veteran status, or other non-job-related criteria must be avoided.

9. Interview Approval

After the committee has screened all applicants and completed reference checks, and prior to contacting candidates for interview, the following steps must be completed using the online system:

- The Search Chair will change the status of each candidate selected for interview to “Approved by Search Committee for interview, sends to Dean/Dept Head.” (It is good practice to contact the Dean via phone or email to alert them that candidates are ready for approval.)
- If candidates who met minimum qualifications were not selected for interview, the Search Chair must provide Human Resources with specific, objective reasons for non-selection in writing.
- The Dean will change the status of candidates approved for interview to “Approved by Dean/Dept Head for interview, sends to HR.”
- Human Resources approves candidates and changes their status to “Approved by HR/ for interview, sends to Search Committee Chair.”
- The candidates can now be contacted for interviews.

10. On-campus Interviews

After the Human Resources Office approves candidates and changes their status to “Approved by Human Resources for interview, sends to Search Committee Chair,” the Search Committee contacts candidates for interview.

- Candidates should interview the Search Committee, Department Chair, and Dean (or Director).
- The candidates' schedule will be determined by the search committee chair with the approval of the department chair.
- A teaching demonstration must be arranged at the same time as the interview. Candidates should be provided with a broad prompt for a teaching demonstration that aligns with the position description as determined by the department. Teaching demonstrations should not be presented to a regularly scheduled class (Exceptions may be granted under extraordinary circumstances with approval of the Dean and Human Resources), although we encourage Search Committee members to invite students to attend the teaching demonstration. The Search Committee and the entire department are strongly encouraged to attend teaching demonstrations. Candidates are not permitted to attend or participate in the interview process of another candidate, including open sessions.
- A final deliberation should occur after all candidate interviews are completed. Deliberation guidelines should be determined by each department in their department bylaws and/or department procedures.

11. Recommendation for Faculty Appointment

The Search Chair changes the status of each recommended candidate to “Search Committee recommends candidate to Supervisor/Manager” The Supervisor/Manager is the Department Chair.

[Date:]

- After review by the Department Chair, and prior to forwarding all acceptable candidates to the Dean, a statement confirming the majority of regular full-time faculty vote for each acceptable candidate must be put in the “Comments” Section.
- The Department Chair forwards these acceptable candidates by changing the status to “Supervisor/Manager recommends candidate to Dean/Dept Head.”
- The Dean/Dept Head will select the recommended candidate and create a hiring proposal, put the recommended rank and step in the “Comments” section, and forward to Human Resources by changing the status of the candidate to “Dean/ Dept Head recommends candidate to HR/Diversity.”
- The Human Resources office reviews the recommendation and hiring proposal and if there are no issues, forwards the name to the appropriate Vice President by changing the status of the candidate to “HR sends recommended candidate to VP for hire.”
- The Vice President forwards the candidate to the President by changing the status to “VP approves recommended candidate—send to President for hire.”
- The President approves the candidate by changing the status to “President approves candidate for hire—send to HR.”
- The Human Resources office will contact the appropriate Dean so an offer can be made. An appointment letter along with a contract will be sent to the appointee for signature. Upon receipt of the signed contract, the Human Resources Office will send copies to the appropriate Dean and Department Chair.
- The Search Chair sends the transcript (if received) of the recommended candidate to Human Resources.

- The Dean completes and sends “English Fluency Form” required by the Commonwealth of Pennsylvania to Human Resources.

12. Closing the Search

Human Resources will notify the Search Chair when the contract is signed, and it is time to close the search.

[Date:]

- Human Resources will work with the Search Chair to change the applicant’s status and assign a non-selection reason for all applicants and close the search.
- Email notifications are generated by the system and sent to all designated applicants when the position is marked filled or canceled.

13. Retention of Recruitment Records

All original records related to the search are subject to review by federal and state compliance agencies and must be maintained for six (6) years. There is no need to print and store materials located on the Careers website such as cover letters, resumes, applications, etc. as they are maintained electronically. Search files should be sent to the Human Resources Office for storage. Files should be prepared as follows:

- Each folder is to be labeled as (1) Title of Position & Position Number; (2) Department; (3) Position start date; (4) Name of Person hired.
- All documentation and evaluation materials must be preserved (including all completed screening instruments, interview questions, reference questions, transcripts, and any other search records).

14. Exceptions

Any exceptions to the above procedures, including Search Waivers, must be requested in writing and must be approved by both the Human Resources Office and the appropriate Vice President.