

Faculty Search Policy and Procedures

Office of the Provost
Office of Human Resources



Confidentiality

Maintenance of confidentiality is absolutely essential during the entire search process. Search committee members have an obligation to the university, to each other, and to the applicant to protect the freest expression of opinion in deliberations without fear that comments will be shared



Diversity Concern #1

- **Bias** – An example of bias is using the phrase ‘good fit’ in search discussions and documentation. The Office of Human Resources suggests using another descriptive as ‘good fit’ or ‘fit’ has traditionally been used to discriminate against minority and women candidates.





Diversity Concern #3

- **Affirmative Action:** PASSHE does not have an Affirmative Action policy.
- The only status that is given special preference in the hiring process is an Honorably Discharged Veteran. Notice of Veteran finalists will be shared with committee after names are approved for/prior to beginning of on campus interviews.



Diversity Resources

- The Provost's Office will provide up to \$1000 to each search to increase the diversity of the candidate pool.
- To utilize this funding, your search must provide to the Provost's Office an advertising plan that identifies diverse targeted minority advertising venues (e.g. Journalism could advertise with the Nat'l Assoc. of Black Journalists, Nat'l Assoc. of Hispanic Journalists, etc.).
- The Chronicle of Higher Education and higheredjobs.com do not qualify as minority advertising venues.



Office of the Provost

- Approval of ads
 - All ads must be approved prior to posting.
- Approval of on campus interview candidates
 - Applications must be complete BEFORE approval is given.
- 'Article 29' Candidates
 - Candidates apply to President NOT search committee.
 - If determined to be “minimally qualified” will be hired.
 - President’s Office works directly with department.



Initiating the Search

- Provost's Office notifies department/Dean of approval to search.
- Departmental Committee is formed - comprised of a diverse group of participants that should include females and minorities who can offer multiple perspectives, expertise and be independent decision makers.



Initiating the Search

- The Search Chair contacts the HR Director to initiate search. Standard interview questions/prior year's interview questions and ad template are sent to Search Chair for edits.
- Updated search training materials are reviewed by Committee and also found here:



Initiating the Search

- Position ad/announcement and names of search committee are sent by the Search Chair to Dean via email for approvals, cc HR Director, HR Specialist.
- Marketing plan, as described on slide 6, should be sent separately to Social Equity.
- HR seeks Provost ad approvals then creates ad in Applicant Tracking system (ATS).



Initiating the Search

- HR sends final copy of long and short ads to Search Chair **and posts the job on higheredjobs.com**
- All **other** outside advertising is the responsibility of the Search Chair.
- For information on advertising outside of the IUP website and higheredjobs.com, contact Procurement Services, (724) 357-3077.



Faculty positions that are searched need to include an advertisement in a national publication due to Department of Labor requirements regarding the Special Recruitment Applications for Foreign Nationals (FN).

HR has assumed responsibility for posting and tracking 'national' ads on HigherEdJobs.com to fulfill Department of Labor requirements.

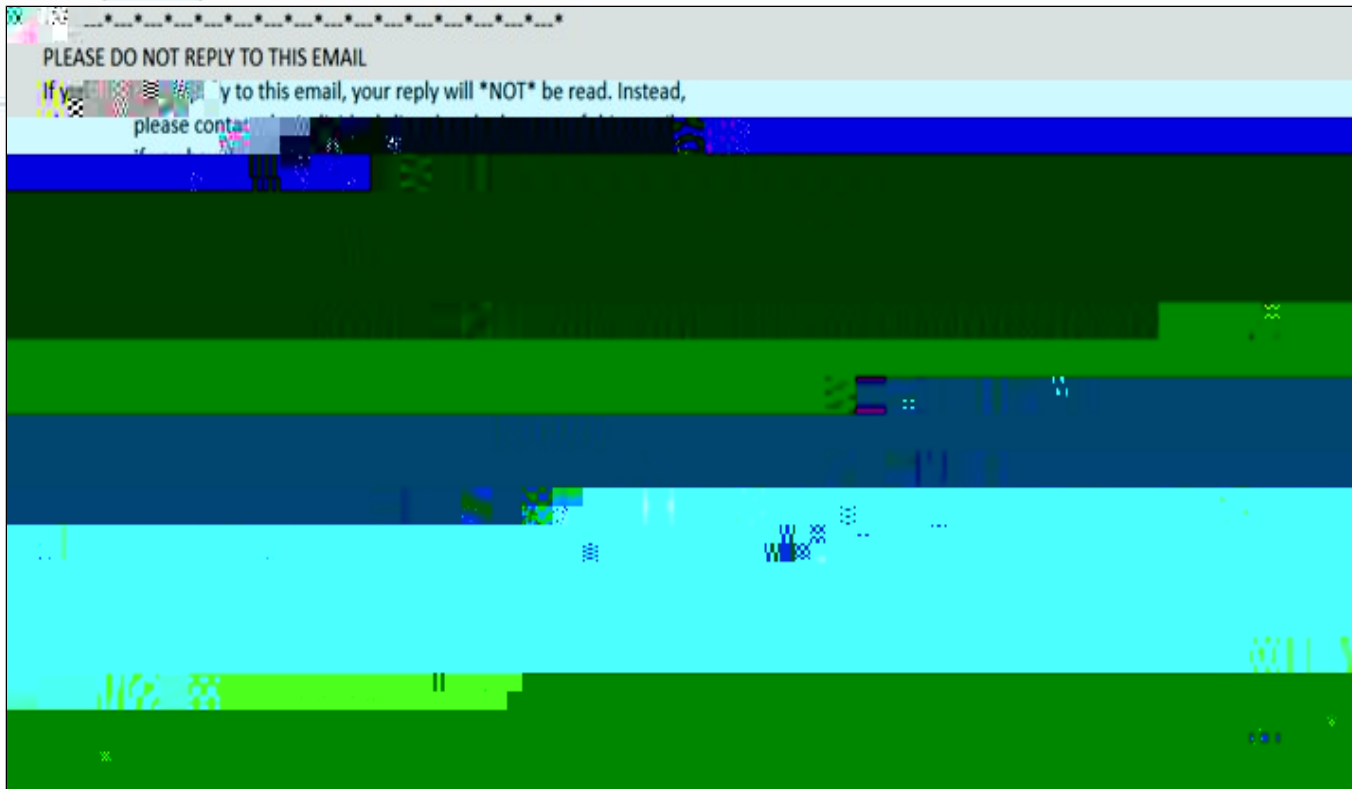


Application Review

- Applications are received in ATS and complete applicants files are 'referred' to search committee 2-3 times a week.
- Automated requests for letters of reference are generated when application is submitted to HR. Automated follow up emails are also sent until letter is received

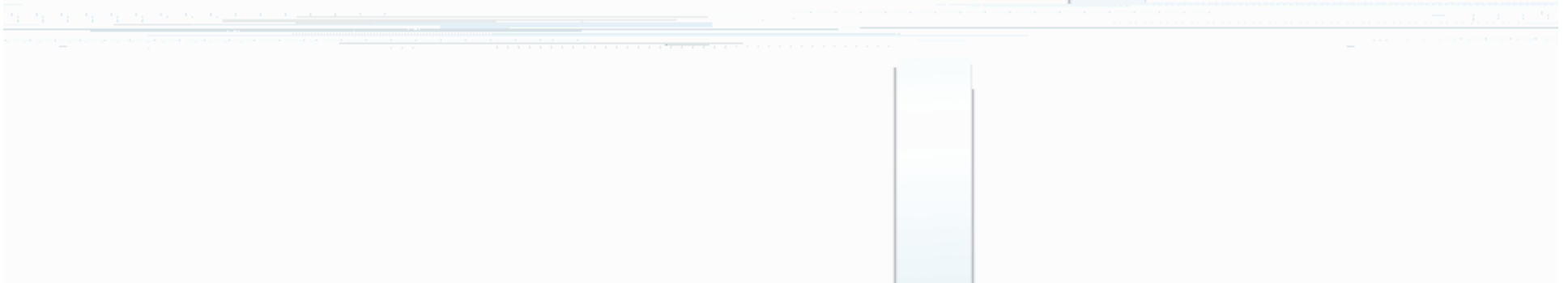


As a search committee member, you will receive an email from info@neogov.com each new candidates are 'referred' for your review.





To view candidates, logon to NEOGOV by navigating to the MYIUP logon page, <http://www.iup.edu/myiup/>.





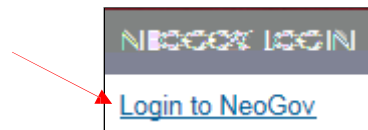
Click on Campus Services



Under JOBS AND CAREERS, click on [NeoGov applicant tracking system](#) link.

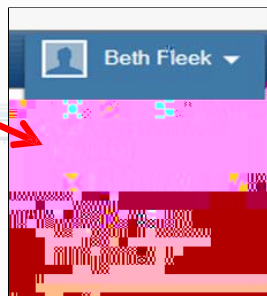


Click [Login to NeoGov](#)





After logging in, click on **My List** from the Profile Menu in the upper right side of your screen.

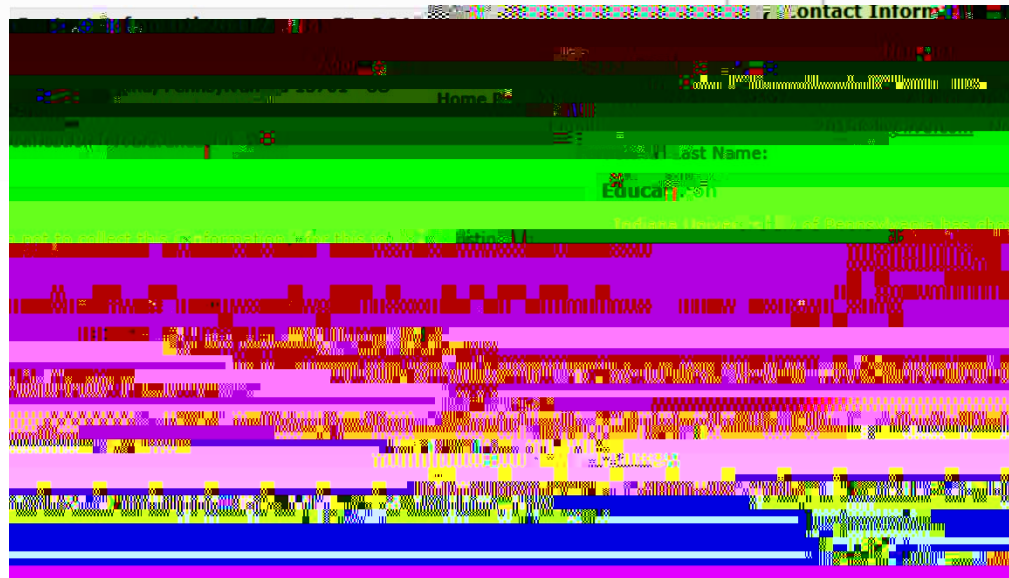
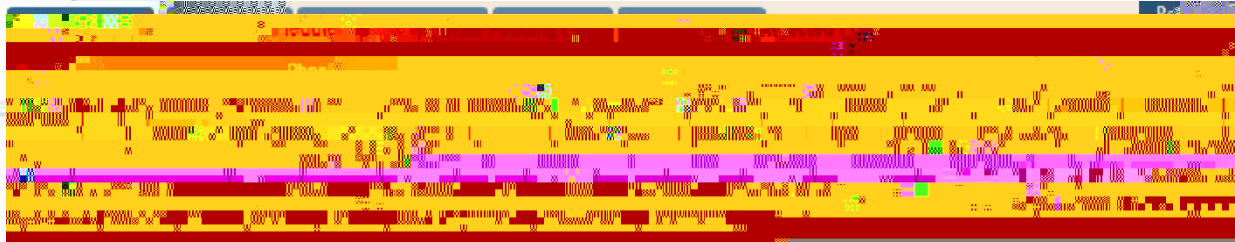


Click **View** from the Candidates column. There may be multiple line items depending on the number of your open searches.

Req #	Title	Division	Department	Hiring Mgr	Candidates	Applications	Last Referred
00021	Clerk Typist 2	Student Affairs	Center For Stud...	Albright, Lorie Fleek, Beth Shively, Anna	View	Print	11/16/15



Click the name of each applicant to display the application.
Scroll down to see all relevant information.





Attachments are found in the middle of the application screen. To open an attachment, click on the file name in the middle column.





Batch printing applicants

Click on the 'Print' link

Select applicants and generate a single PDF printable view by selecting 'Download All Applications'



A separate pop-up window will appear with a single PDF view of selected applicants.



File > Print will print the applications.

Printing individual applications

Return to 'My List' from the Profile Menu in the upper right side of your screen.



Click on name under the 'Candidate' column then 'Print View' on the top right of the screen.

Req #	Title	Division	Department	Hiring Mgr	Candidates	Applications	Last Referred
00021	Clerk Typist 2	Student Affairs	Center For Stud...	Albright, Lorie Fleek, Beth Shively, Anna	View	Print	11/16/15

Equipment Operator A Administration Facilities Oper... Fleek, Beth View Print 11/16/15 00022



Telephone/Skype Interviews

- Used as a tool to screen candidates- not required to be conducted if pool not robust.
- If approvals required by Dean - Search Chair seeks Dean approvals for names of phone interview candidates . No other approvals/documentation are required for phone interviews.
- Provide HR with names and phone/skype interview schedule.
- Interviews should not be a mix of phone/skype to keep candidate interview experience consistent. Exceptions can be discussed with the HR Director.



Telephone/Skype Interviews

Helpful Guidelines:

- Interviewers should take notes on interview guides to record responses to questions – do not rely on your memory.
- Recording of telephone/skype interviews is NOT permitted.



Campus Interviews

After phone/skype interviews, Search Chair emails Dean at least 3 names for on campus interviews. [Second tier candidate names are recommended for possibility of invitees declining interview. Exceptions for less than 3 names for on campus interviews can be discussed with HR Director.](#)

Receipt of three letters of recommendation in the ATS as well as copies of transcripts conferring terminal degree must be confirmed by Search Chair before interview candidates are sent forward for on campus interview approvals.

Once Dean approves, HR reviews EEO information, then seek Provost's Office approval.

HR will notify Dean/Search Chair via email of On Campus Approvals, and at the same time, notify Dean/Search chair of Veterans in finalist pool.

Search Chair provides HR with interview schedule via email. Interviews should be scheduled within close proximity of one another.



Job Offer

1. After on campus interviews and Faculty vote, the Dean solicits the Provost's approval to make offer to selected candidate. If a veteran(s) was in the pool, Dean should discuss Veteran's Preference with the HR Director before sending candidate name to Provost's Office.
2. Submit Provost Approval form to Provost's Office
 - a) Offer accepted – Dean's office sends an email containing
 - Candidate name, rank, step offered, and if there is



Search Follow Up

All search documents should be forwarded to HR for storage/electronic scanning. Materials should be sent in an organized manner and may be forwarded via disc, flash drive or hard copy. Emails that have an effect on an applicant's candidacy should be included; general/informational emails do not need to be included.