

# Internal Governing Policies

## #14 - Employment and Recruitment Procedures for Faculty and Academic Support Professional Positions, Continuing and Temporary

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**Approved:** June 7, 2010

**Monitor:** President

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### TERMINOLOGY

Form A = [Personnel Authorization Request \(PAR\)](#)

Form B = [Recruitment Plan and Vacancy Announcement](#)

Form C = [Candidate Selection Form](#)

Form D = [Request to Offer Appointment](#)

EEO Card = Applicant information cards (print or electronic) provided by the Civil Rights and Diversity Office

Employee Eligibility Form (I-9) = Federal immigration requirement

Applicant = A person who submits materials for a specific position

Candidate = A person listed on Form C

### AUTHORIZATION

Before a vacant position can be advertised or filled, Form A must be approved by the Vice President (ordinarily the Department Chair/Unit Head and the Dean/Director approvals are also expected). Form B is completed by the Department Chair/Unit Head and approved by the Dean/Director and the Civil Rights Director. Advertising for a position should not occur until both Forms A and B have been approved.

Guidelines for employing Academic Department Chairpersons are described in a separate [policy](#).

### RECRUITMENT

The Chair/Unit Head and the Civil Rights Director shall discuss the composition of the department's faculty members and the department's recruitment and retention efforts for persons from underrepresented groups. The Chair/Unit Head is responsible for developing a recruitment plan that encourages the formation of a large, diverse, highly qualified applicant pool. Before the advertising and screening process can begin, the Dean/Director, and the Civil Rights Director must approve Form B including both the Recruitment Plan and Vacancy Announcement.

The Recruitment Plan shall address, at a minimum, the following items:

- Duties/Responsibilities of the Position
- Description of the Recruitment and Advertising Process
- Composition of the Screening Committee

Specific guidelines pertaining to the Recruitment Plan shall be established by the Office of Civil Rights and approved by the President. These guidelines shall be available on the OCR website and such other vehicles as deemed appropriate. The Civil Rights Director or designee may serve as an ex-officio member of all screening committees.

If, after the Recruitment Plan has been approved, the Chair/Unit Head or the Dean/Director wish to deviate from the approved plan, the Civil Rights Director must approve the changes.

## **EMPLOYMENT PROCESS**

After approval of Form A and Form B, the Screening Committee shall carry out the Recruitment Plan.

The Chair/Unit Head and Dean/Director are responsible for recommending employment. The Chair/Unit Head is responsible for providing guidance and administrative support to the designated Screening Committee Chairperson regarding the entire employment process. At the beginning of the screening process, the Chairperson/Unit Head shall explain to the screening committee its duties as outlined in the Recruitment Plan. Early in the recruitment process the Director of the Office of Civil Rights should be invited to review the process for ensuring a proper search, applying the principles of nondiscrimination, and suggesting “best employment practices.”

The Chairperson/Unit Head is responsible for ensuring that all application materials are secured. Unless otherwise authorized by the President, only persons serving on the screening committee, the Chair/Unit Head, the Dean/Director, the Civil Rights Director, and the appropriate Vice President shall have access to applicants' letters of reference or transcripts. All screening committee deliberations are confidential and may only be shared with those directly involved in the employment decision. Other members of the department may view applicants' letter of applications, resumes, and scholarly/creative samples.

### **Application Process**

1. All letters of interest and credentials shall be directed to either the Chairperson/Unit Head or designated screening committee chairperson as indicated in the Recruitment Plan. The Chairperson, or designee, shall acknowledge all letters of interest.
2. The Chairperson/Unit Head shall be responsible for obtaining a complete applicant file as described in the vacancy announcement.
3. The Chairperson/Unit Head shall be responsible for ensuring that all applicants are sent an EEO card (print or electronic version), and directed to information about the department, the University, and the community.

### **Candidate Selection Process**

No candidates may be invited for interviews until Form C is approved by the Civil Rights Director, and normally the Dean/Director (also the Vice President, if designated in the Recruitment Plan). The Screening Committee shall function according to the charge outlined in the Recruitment Plan.

1. The Chairperson/Unit Head shall prepare the Form C and submit it with files to the Dean/Director for approval.
2. The Dean/Director shall review the candidates' files and may request additional information from the chairperson when appropriate. Upon approval of the Form C, the Dean/Director shall forward the Form C and applicant files to the Civil Rights Director for approval. After review of the Form C, the Office of Civil Rights will forward the completed Form C and applicant files to those specified in the Recruitment Plan for review. No invitation shall be extended to a candidate until the required approvals have been obtained on Form C. Form C may be updated and/or amended by written or electronic communications as needed with the approval of the Dean and the Civil Rights Director.

Appropriate actions shall be taken by the Dean/Unit Head and the Civil Rights Director to ensure that the Recruitment Plan has been followed. If either of these individuals determines that the candidate pool is of insufficient quality, size, or diversity, she/he may direct that the screening process be reopened, that the position be filled temporarily, or that the search be cancelled. Until the chairperson has made the recommendation for employment, additional qualified candidates may be considered for interviews with the approval of the chairperson, Dean, and the Civil Rights Director.

3. The Chair/Unit Head, or designee, shall invite candidates and make appropriate arrangements for interviews. The invitation shall include an explanation of the University's policy on reimbursement of interview expenses, and shall inform the candidate that he or she will be required to document employment eligibility as required by the Immigration Department. The candidates may also be reminded of other specifics pertaining to the position and appointment. Salary and rank/title must be approved by the Dean and the Vice President.

### **Candidate Interview Process**

1. The Chairperson/Unit Head shall establish the interview schedule. This schedule shall ordinarily include the Dean, faculty/staff and any others deemed appropriate. Candidates for teaching positions may be required to make presentations to the faculty or teach sample classes to which faculty and students are invited. The Chairperson/Unit Head shall establish the appropriate interview schedule for academic support professionals.
2. The Chairperson/Unit Head, or designated Screening Committee Chair, shall ensure that the candidates' evaluation forms are distributed at each interview session. Other signed memoranda or communications may also be considered by the committee.
3. The Chairperson/Unit Head, or the designated Screening Committee Chair, following the guidelines of the Recruitment Plan, shall prepare a composite summary of the evaluations of the interview sessions, summary comments from the screening committee, and reference information.
4. During the on-campus interview process, each candidate should complete an Employment Eligibility Verification Form (1-9) in the Dean's Office. The Dean's Office shall retain these completed forms until the Form D is forwarded to the Dean's Office.
5. The Chair/Unit Head is responsible for ensuring that the final candidates' references have been appropriately checked, and that the credentials are appropriate for the advertised vacant position.

## **OFFER OF APPOINTMENT**

No offer of employment may be made until the Dean/Director, the Civil Rights Director, and the Vice President have signed the Form D.

1. After consultation with the department screening committee, the Chair/Unit Head shall submit the Form D, the candidates' complete applications, and other appropriate materials to the Dean for approval.
2. If approved, the Dean/Director shall forward the Form D and the accompanying materials to the Office of Civil Rights for review.
3. After completing the review process, the Office of Civil Rights shall forward the Form D and accompanying materials to the Vice President.
4. The Vice President, upon approval of the recommendation, shall send an offer of appointment with a return date specified. The Dean shall provide the Office of the Vice President with narrative about any special terms negotiated with the prospective faculty member for inclusion in the offer of appointment.

## **COMPLETING THE EMPLOYMENT PROCESS**

1. All newly hired employees shall be required to complete the State of Illinois Ethics Training.
2. The Chairperson/Unit Head, or designated Screening Committee Chairperson, shall notify all unsuccessful candidates and complete all remaining paperwork associated with the search and interviews.
3. The Chairperson/Unit Head shall retain all applicant files, screening committee summary comments, and Chairperson/Unit Head shall retain all applicant files, screening committee summary comments, and Chairperson/Unit Head notes in secured site for five

years and in accordance with the Records Retention Policy. The materials of all the newly employed faculty members or academic support professionals shall be forwarded to the Vice President's office, as indicated above, with the offer of appointment.

## **TEMPORARY FACULTY**

Before a temporary position may be filled or advertised, a Form A must be approved by the Chair/Unit Head, the Dean/Director, and the Vice President.

When appropriate, temporary positions shall be filled through a national recruitment process. A temporary faculty member, who is hired through a national recruitment process, later may be appointed into a continuing tenure-track position without conducting a new screening process if so recommended by the Chairperson and the Dean and approved by the Civil Rights Director and the Vice President. A temporary faculty member who is employed through a national screening process is not guaranteed a later appointment as a continuing faculty member.

When a national screening process is approved for a temporary position, the procedures set forth in this policy for filling a continuing faculty position apply.

Advertising for temporary positions may be omitted under certain circumstances, such as when vacancies are to be filled by persons on the Re-employment Roster, when there is insufficient time to advertise for the position, or for other sound academic or business reasons that are approved by the chairperson, the Dean, and the Civil Rights Director.

A Form D shall be completed for any new temporary appointment. All newly hired employees shall be required to complete the State of Illinois Ethics Training.