



HUMAN RESOURCES

Illinois State University

Tenure Track Faculty Searches *A helpful checklist to guide your tenure-track faculty search*

The following information is intended to assist search committees, Department Chairs/School Directors, and support staff during the tenure track faculty search process. This document highlights a few key points from the Tenure-Track Faculty Search Committee Training.

Please refer to the [Tenure-Track Faculty Search Committee Training](#) for detailed information on processes.

Confidentiality

- ✓ The following are those authorized to have access to the applicants'/candidates' information during the private phase of the search process:
 - Search Committee Members
 - Hiring Authority
 - Search Committee Administrative Support

Professionalism

- ✓ You are representing your Department/School and the University. You also are recruiting a potential new colleague. Remember to be professional, courteous, prepared, ethical, positive, and interested.

Advertise Positions

- ✓ Review [Academic Affairs Recruitment Fund Procedures](#)
- ✓ Complete the online Request for Advertising form [PERS 932](#) for permission to advertise and, if applicable, to receive recruitment funds to help pay for the ad.
- ✓ Consider various advertising outlets to recruit the most qualified and diverse pool of applicants possible.
- ✓ The Office of Equal Opportunity and Access (OEOA) has provided several links designed to assist with [recruitment outreach](#) efforts during the search process.

Organize the Applications

- ✓ Visit your ISU job account at [ISU Jobs](#) to view the applications that have been submitted online. Be sure to login utilizing the guest user name and password provided by your Faculty Employment Consultant.

Screen Applications

- ✓ Individuals who do not meet *required* credentials/qualifications should be immediately eliminated from the applicant pool.
- ✓ Consider those applicants you would now like to telephone interview as applicable.
- ✓ Submit the list of those candidates you wish to phone interview and those "not-selected" to your College Dean via the applicant spreadsheet provided by your Faculty Employment Consultant.
- ✓ Remember to copy your Employment Consultant on the emailed approval list!

Telephone Interviews

- ✓ After receiving approval from your Department Chair/School Director and Dean, you may schedule and conduct telephone interviews.
- ✓ Create a list of questions that will provide consistency in evaluation; all candidates should be asked the same questions.
- ✓ Review acceptable/unacceptable question list that can be found on the [Pre-Employment Inquiry Guide](#) prior to the telephone interviews, as well as for those individuals involved in on-campus interviews.

Campus Interviews

- ✓ Prior to scheduling any on campus interviews, be sure to complete the same process as outlined for the

Please refer to <https://hr.illinoisstate.edu/downloads/Faculty%20Searches%20Helpsheet.pdf> for detailed information on processes.

telephone interview approvals. You may **not** schedule any on campus interview until approval is received from your Department Chair/School Director and Dean. Contact the Lead Staff Member of your College regarding funds available for expenses incurred during the on campus interviews.

- ✓ Provide recruitment packets to candidates prior to the scheduled interviews.
 - Departments/Schools may elect to compile a recruitment packet that is customized to the department/school and/or the position. Please contact your [Faculty Employment Consultant](#) if you prefer a general recruitment packet put together with information from Human Resources.
 - Human Resources has provided a [recruitment letter](#) with links to various campus and community resources that can be sent electronically.
 - Schedule interviews and arrange for transportation and lodging.
- ✓ Please consider consistency in amenities provided to all candidates.
 - All candidates must receive the same offer for transportation, lodging, meals, etc.
 - Provide a common evaluation form that can be utilized for participants included in the on-campus interview process.
 - Please include the *Reasonable Accommodation Language* in the information sent to final candidates.

Determine and Communicate Search Outcomes

- ✓ Candidates are evaluated by the committee based upon unit by-laws, practices, and relevant ASPT policies.
- ✓ The chair of the search committee communicates the committee's evaluation of the candidates to the hiring authority.
- ✓ At this point, the search committee has completed their responsibilities as committee members.

Make Offer – Hiring Authority

- ✓ Submit the final applicant list via email attachment to your Department Chair/School Director. The Chair/Director should then send the approval list to the College Dean.
 - Be sure to copy your Faculty Employment Consultant on all emails!
- ✓ After receiving approval from the Department Chair/School Director and the College Dean, the Department Chair/School Director may call the final candidate to make a verbal offer.
- ✓ Once the verbal has been accepted, an offer letter can be drafted. The offer letter draft must be approved by the College Dean and Office of the Provost prior to sending to any candidate. The Chair/Director may also send the draft to Human Resources for suggestions or edits.

Hiring Authority

- ✓ The Office of the Provost requires all offer letters to new faculty hires be submitted to their office for review prior to sending to the candidate. Please submit offer letters for initial review electronically to the [Associate VP for Academic Administration](#).
- ✓ Comments/approval will be provided in a timely manner.
- ✓ Office of the Provost has provided a [sample offer letter](#) for your reference.

Make Offer – Administrative Support

- ✓ Once an approved, signed offer letter has been returned, contact your Faculty Employment Consultant to complete final dispositions and send letters of regret to finalists and all other qualified applicants.
- ✓ Send original signed offer letter to your Faculty Employment Consultant at Campus Box 1300.

TT Onboarding Process

- ✓ Contact your Faculty Employment Consultant regarding the faculty onboarding process.
- ✓ Your Faculty Employment Consultant will send the new hire's UID and ULID to the Lead Staff when activated.

Organize and Retain Search Documents

- ✓ Refer to the Tenure-Track Faculty Search Committee Training PDF <https://hr.illinoisstate.edu/downloads/Faculty%20Searches%20Helpsheet.pdf>

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