

CAS FACULTY SEARCH RECRUITMENT PROCEDURES (2017)

RECRUITMENT APPROVAL

- ✓ Department Chair submits *Faculty/Administrative Request to Fill Position* and draft of ad to Dean and copies to Dean's Special Assistant.
- ✓ The Dean will consult with the VPAA and if approved, the Request to Fill Position is filed in the VPAA Office with a copy of the signed approval sent to the CAS Dean's Special Assistant. Dean notifies Department Chair of search approval or status.
- ✓ Department Chair recommends Search Committee to the Dean and Dean appoints Search Committee.
- ✓ Search Committee and Department Chair meet with Equal Opportunity Director and Dean regarding search procedures. Dean's Special Assistant will assist in scheduling this meeting.

ADVERTISING

- ✓ Department Chair submits ad electronically to Dean for review and approval.
- ✓ Dean will submit ad copy to Equal Opportunity Director for review and approval.
- ✓ After approval by Dean and Equal Opportunity Director, ad is sent by Dean to VPAA Faculty Employment Coordinator.
- ✓ Department Chair sends list to VPAA Faculty Employment Coordinator of recommended publications or professional recruitment sources for ad placement with contact information (publication information such as addresses, contact person, phone numbers, email, fax numbers, and deadline dates).
- ✓ VPAA office prepares final ad copy, submits and follows up with publication. Email confirmation, with the final ad copy, stating when the ad will appear will be sent to the Department Chair with a copy to the Dean's Special Assistant.

The VPAA office requires a **minimum of 48 hours** – two business days – prior to the deadline to approve, prepare and submit the ad copy. Some standard deadlines for submission to specific publications are as follows:

- *Chronicle* Online placement is now used due to high cost of print ads. If print must be used, please justify.
- *Topeka Capital-Journal* Friday by 12:00 p.m. for following Sunday.
- *Lawrence Journal World* Thursday by 4:00 p.m. for following Sunday.
- *Manhattan Mercury* Thursday by 4:00 p.m. for following Sunday.

Newspaper Ads are not recommended for any position above the position of Lecturer. Should there be extenuating circumstances where an exception should be made, the Dean should discuss this with the Faculty Employment Coordinator.

- ✓ The VPAA office will handle payment for all ads relating to recruitment.

- ✓ In addition to print ads, Department Chair/Search Committee should distribute electronic copies of the ad to colleagues, relevant departments at other regional universities, professional organizations, and other potential contacts for suitable candidates.

REVIEW OF APPLICATIONS/SELECTION OF CANDIDATES

EEO procedures require that non-selection criteria must be documented for all candidates not moving forward at each stage of the search process.

- ✓ The Search Committee and Department Chair determines rubric and procedures for evaluating candidates. Rubric should be prepared prior to screening applications.
- ✓ The Search Committee and Department Chair review applications.
- ✓ If there are internal candidates, they should not weigh in on candidate selection or attend any selection process other than what is required of them as a candidate. If the internal candidate is removed from consideration (e.g., withdraw, rejected by search committee), they would be able to participate in the campus interviews.
- ✓ The Search Committee and Department Chair conduct video or telephone interviews to help in selection of top candidates. A standard set of questions should be used for all interviewees and should be prepared in advance.
- ✓ Check references for top candidates. A standard set of questions should be used for all references and should be prepared in advance. Prior to checking references, call applicant to notify them that both listed and unlisted references will be contacted. Reference checks must be completed before a candidate is brought on campus for an interview.
- ✓ The Search Committee and Department Chair ranks the top candidates in order of preference. The Department Chair submits the names electronically to the Dean, with vitas.
- ✓ The Dean reviews and approves the top 2 candidates for on-campus interviews.
 - The Dean forwards notification to the VPAA Executive Assistant along with copies of the vitas, of the candidates who have been approved to be invited for a campus interview. **Notification of candidates is to be received in the VPAA office prior to confirmation of any travel arrangements.**

SEE ATTACHED FOR RECRUITMENT GUIDELINES FOR TRAVEL, HOTEL, MEALS AND OTHER EXPENDITURES.

CAMPUS INTERVIEW/CANDIDATE SELECTION

- ✓ The Department Chair (or designee) coordinates campus interview (including Dean, VPAA or Associate Vice President of Academic Affairs). ***Prior to contacting candidates, the Department Chair (or designee) contacts VPAA office for information on VPAA and AVPAA's schedule and Dean's Special Assistant for Dean's schedule.***

- ✓ Department Chair (or designee) invites the candidates to campus for an interview.
- ✓ All faculty interviews must include:
 - ✓ Teaching demonstration with students and an opportunity for students to give feedback to the Search Committee.
 - ✓ Scheduled interview time with the Dean.
 - ✓ Scheduled interview time with the VPAA or AVPAA.
 - ✓ Schedule interview times with Department Chair and available faculty. Standard interview questions should be prepared in advance.
- ✓ Interview schedules should be similar for both candidates.
- ✓ Search Committee forwards its recommendation (electronically) on whether to invite a candidate to join the faculty to the Department Chair. The recommendation should include a brief rationale for their decision and reflect the opinions of the entire committee.
- ✓ The Department Chair will forward the committee's recommendation (electronically) along with his/her recommendation and rationale to the Dean.
- ✓ Dean determines whether to extend contract offer or to invite another candidate for an interview.
- ✓ Dean consults with VPAA regarding salary and contract recommendations. **The Dean must obtain approval of the hire PRIOR to extending an offer of employment.**
- ✓ Once approval is gained, the Department Chair (or designee) offers contract to candidate contingent on the results of the background check. Any negotiated items need to be approved by the Dean.
- ✓ If the offer is accepted, details of the offer are confirmed in an email from the Dean to the candidate. If the offer is made or confirmed electronically, the Faculty Employment Coordinator should be included in the electronic notification.
- ✓ Department Chair completes *Faculty Appointment Recommendation* form and forwards, along with recommendations from the Department Chair and the Committee, to the *VPAA Faculty Employment Coordinator* to prepare contract.

NOTE: All interview paperwork must be submitted to the VPAA office along with the Recommendation form. This includes the finalized interview schedule with supporting interview documentation, academic transcripts if not submitted prior, etc.
- ✓ VPAA office prepares contract and hire letter and mails to candidate. The candidate will be informed of the need for a background check.
- ✓ When necessary (e.g., the salary proposed exceeds 10% of the budgeted amount for the line into which the candidate is to be hired), the contract is submitted to the President and, if approved, it is forwarded to the Board of Regents for approval.

TO CLOSE THE SEARCH

- ✓ All paperwork associated with each search will be SCANNED AND SENT to the VPAA office.

**SEE ATTACHED DOCUMENTATION/FORM FOR SPECIFICS
THAT MUST BE COMPLETED TO CLOSE EACH SEARCH.**

RECRUITMENT GUIDELINES

FOR

TRAVEL, HOTEL, MEALS & MISCELLANEOUS EXPENDITURES

TRAVEL

Questions regarding recruitment expenditures should be directed to the Faculty Employment Coordinator. It is Washburn University's goal that the candidate have as few out-of-pocket expenses as possible; therefore, any approved expense should be direct billed to Washburn whenever possible. This method is advantageous for the University and the candidate.

Airfare

- ✓ The Dean (or designee) should call Travel Leaders with the candidate name(s) as authorization to invoice Washburn for the expenses (**after notification and vitas have been sent to VPAA, and the VPAA's schedule has been confirmed**).
- ✓ The Dean (or designee) gives the travel agencies toll-free number to the candidate to make flight arrangements.
- ✓ The agency will work with the candidate to make travel arrangements (can also make hotel/rental car/shuttle arrangements if needed).
- ✓ The agency will e-mail a copy of the candidate's itinerary to the VPAA office to prepare a Purchase Requisition.
- ✓ The candidate's parking charges at the departing airport will be reimbursed as long as appropriate receipts are furnished.

Car

- ✓ If the candidate drives their personal car to Washburn, mileage is reimbursed at .50 cents a mile, as well as toll charges. The candidate must record beginning and ending odometer readings for the calculation of total mileage, and supply receipts for all toll charges.

✓

Travel Expenses Not Covered:

Please review section J-Travel - #22 of the Policies, Regulations and Procedures Manual for complete travel exclusions.

HOTEL

- ✓ Arrangements can be made through the travel agency (for any hotel other than Capitol Plaza), or by the Dean (or designee), for hotel accommodations (if utilizing Capitol Plaza).
- ✓ The VPAA office will approve **up to \$105 per night for room charges** – charges over this amount that have not been pre-approved by the VPAA will be charged to the academic unit's travel budget. Hotel stays should be limited to one night (two if absolutely required to accommodate travel arrangements). **Hotel stays in excess of two nights must have prior approval from the VPAA office.** Choices include: The Capitol Plaza, Mariott Courtyard, The Fairfield Inn, or other hotels if the approved amount is not exceeded. If another hotel is preferred and the cost is higher, contact the VPAA office for justification and approval before making final arrangements.

- ✓ The room charges and meal charges (if applicable) should be direct billed to Washburn (to the attention of the VPAA office) if at all possible. If the hotel requires a Purchase Order, contact the Faculty Employment Coordinator. The recommended hotels listed above will bill Washburn directly.

Hotel Expenses Not Covered:

Anything other than room charge for candidate, room tax, and meals (NO alcohol). All other expenses are to be paid by candidate upon checkout. Please advise candidate of their possible expenses when confirming hotel reservation. If these expenses appear on the hotel invoice when it is received by Washburn, the expenses will be charged to the academic unit's travel account or withheld from the candidate's reimbursement (if any).

MEALS

- ✓ All meals eaten at the Union will be paid for by the VPAA office (it is highly recommended that luncheons involving several faculty members be scheduled at the Union). The Dean (or designee) should make arrangements and the Union should be directed to charge to the VPAA recruitment account.

- ✓ Meals eaten off campus will be approved up to the following amounts:

Breakfast	\$30
Lunch	\$60
Dinner	\$120

Amounts in excess of the above will be charged to the academic unit's travel budget.

Expenses for meals eaten off campus are to be submitted on a **completed** Payment Voucher with **itemized receipt(s)** attached. Liquor is not reimbursed.

- (NOTE: The amounts for off campus meals is for the entire stay NOT for each person, per meal)

REQUESTS FOR REIMBURSEMENT

Candidate

- ✓ The candidate should supply receipts for any out-of-pocket expenses, including mileage. The receipts are to be attached to a **completed** payment voucher (except for the account number and signature) and sent to the Faculty Employment Coordinator. The voucher must include the candidate's name and address. The candidate must also complete a W-9 form and it must be attached to the payment voucher at the time of submission.

Faculty/Administration

- ✓ A separate Payment Voucher with itemized receipts is to be prepared for each person who incurred out-of-pocket expenses (meals, mileage, tolls). It is not necessary to submit a voucher for each separate expense, only for each person. The voucher is to be completed by the department or academic unit (except for the account number and signature) and sent to the Faculty Employment Coordinator.

For questions regarding these guidelines, expenses over the approved amounts shown, or unique expenses, contact the Faculty Employment Coordinator at ext. 1108. Any expenses that are not pre-approved by the VPAA will be charged to the academic unit's travel account.