



beyond expectations

Faculty Search Policy and Procedures

**Office of the Provost
Office of Human Resources**

October 2019



Indiana University of Pennsylvania



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 with others outside the committee.

Especially in discussing specific applicant information, every communication must be taken as privileged. Committee deliberations and decisions are to be held in strict confidence until public disclosure is necessary for interviews and final recommendations. Disclosure must only be on a need-to-know basis.

Department Review

Only those who will take part in the voting process should view applicant information.

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 #2

- **Meeting Performance Funding Goals**: IUP does not currently meet PASSHE performance funding goals for faculty hiring for African Americans, American Indians, Hispanic Americans, and Women in certain disciplines.
- There are no Performance Funding Goals for hiring Asian Americans.
- International hires are not included in Performance Funding Goals.

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:
<http://www.iup.edu/humanresources/supervisor-resources/recruiting-and-hiring-employees/>

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 higherjobs.com**
- All **other** outside advertising is the responsibility of the Search Chair.
- For information on advertising outside of the IUP website and higherjobs.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 regarding the hiring of Foreign Nationals (FN).

Use of Chronicle/Chronicle online or other national journal publications can still be used as determined necessary by the Dean/Committee to attract candidates; however is not required to meet 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 in ATS.
- During this time, search committee can begin to review candidates and should draft phone and on campus interview questions for Dean/HR approvals.



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

Sign In to MyIUP

 Indiana University of Pennsylvania
WebSO

IUP Web Single Sign-On Login

The requested web resource, CAS Authorize, requires you to identify yourself.

Username:

Password:



Unauthorized Uses and Access Are Prohibited!

Here you will login with your IUPMSD/network username and password, the same information used for the IUP Computer System.



Click on Campus Services



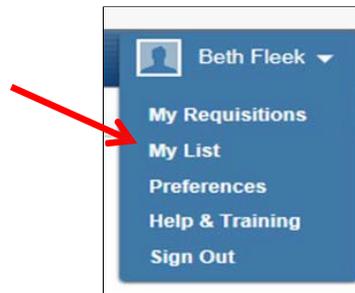
Under JOBS AND CAREERS, click on **NeoGov applicant tracking system** link.



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
00022	Equipment Operator A	Administration ...	Facilities Oper...	Albright, Lorie Fleek, Beth Shively, Anna	View	Print	11/16/15
00024	Student Worker	Administration ...	Human Resources...	Albright, Lone Shively, Anna Albright, Lone	View	Print	11/16/15



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

Referred (5)		Interview Scheduled (0)		Offer Pending (0)		Hired (0)		Rejected (0)			
Name	Phone	Master Profile	Current Employee	Total Score	Total Rank	Exam Score	Exam Rank	Notices	Referral Code	Action Date	Referral Expires
<input type="checkbox"/> Learner, James T	P: 3-10-555-5555	View		92.63	1	87.63	2	N/A	000004	03/19/15	7/16/2015
<input type="checkbox"/> Vaughan, Kelley		View		90.07	2	85.07	4	N/A	000004	03/19/15	7/16/2015
<input type="checkbox"/> Varner, Eva		View		88.17	3	88.17	1	N/A	000004	03/19/15	7/16/2015
<input type="checkbox"/> Ortman, Julie		View		87.07	4	87.07	3	N/A	000004	03/19/15	7/16/2015
<input type="checkbox"/> Blackburn, Gordon		View		75.77	5	75.77	5	N/A	000004	03/19/15	7/16/2015

Contact Information -- Person ID: 26417434

Name: Address: 853 Road
Indiana, Pennsylvania 15701 US

Home Phone: 724- -9497 Alternate Phone:

Email: 2015@live.com Notification Preference: Email

Former Last Name:

Education

Indiana University of Pennsylvania has chosen not to collect this information for this job posting.

Work History

Indiana University of Pennsylvania has chosen not to collect this information for this job posting.

Certificates and Licenses

Indiana University of Pennsylvania has chosen not to collect this information for this job posting.

Skills

Indiana University of Pennsylvania has chosen not to collect this information for this job posting.

Additional Information

Indiana University of Pennsylvania has chosen not to collect this information for this job posting.

References

Professional

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

Attachments

Attachment	File Name	File Type
resume.docx	<u>resume.docx</u>	Cover Letter
resume.docx	<u>resume.docx</u>	Transcript
resume.docx	<u>resume.docx</u>	Transcript 2
resume.docx	<u>resume.docx</u>	Curriculum Vitae



Batch printing applicants

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



Click Print from the Applications column. There may be multiple line items depending on the number of your open searches.

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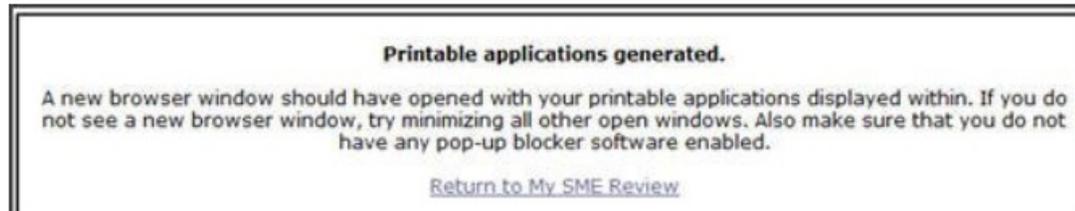
Batch printing applicants

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.

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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 a summer teaching or non-teaching contract being offered.
 - Authorization and Appointment Form
 - Department Recommendation form and
 - English fluency form
 - Onboarding started with HR/letters are sent out of onboarding system to new hire and other candidates.
 - b) Offer declined/search closed with no hire
 - If offer is declined, notify HR
 - If search is closed, supervisor must notify HR
 - Declined offer/failed search - Letters are sent out of ATS to other candidates



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.