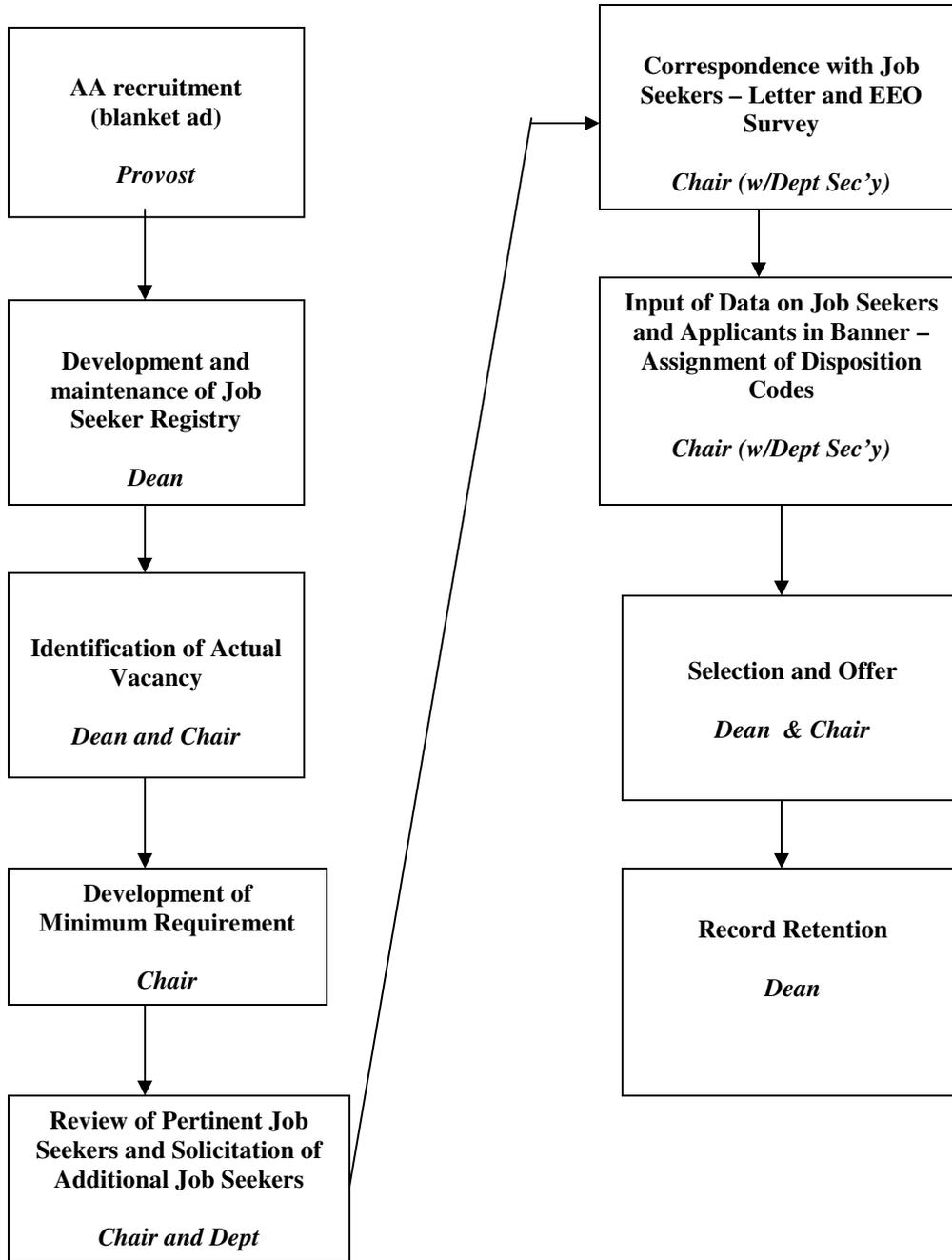


THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

Recruitment, Selection and Record Keeping
Requirements for
Faculty Search Committees
and Department Heads

THE UNIVERSITY OF SCRANTON
Rev. October 2008

**Overview of Search and Hiring Process
for New Part-time Faculty**



Recruitment, Selection and Record Keeping

Part Time Faculty

Affirmative Action Recruitment and Development of Job Seeker Registry

- In the middle of the preceding term, Deans will first collaborate with all department chairs in an effort to anticipate the general need for part time faculty for the next term, including all courses which have been regularly taught by, or which might be taught by, adjunct faculty.
- The University will then invite the local public to express interest in all such opportunities by notifying them of the existence of such potential opportunities.
- External data bases will not be searched without prior consultation with and approval by the Office of the General Counsel to ensure that the department can and will comply with the special Federal record keeping rules associated with the Internet.
- Because of the costs associated with newspaper advertising the University will typically run a single advertisement soliciting expressions of interest in part-time faculty positions in all schools/departments, with a list of same. This will include departments that routinely engage part time faculty as well as those that do not/have not usually done so.
- The approved description of the University and a brief statement of the mission of the University must be included in all advertisements. Each advertisement must also include this Equal Opportunity “tag line”: *The University of Scranton is an EEO/Affirmative Action Employer/Educator. Veterans, minority persons, women and persons with disabilities are encouraged to apply.*
- The Provost will run the notice/advertisement in at least one newspaper of general circulation.
- The notice/advertisement will direct individuals to send their expressions of interest to the Dean’s office of any/each department in which they have an interest in part time employment.
- Deans will seek the assistance of the Office of Equity and Diversity for suggestions about other local agencies or organizations that are likely to be able to refer subject-matter-qualified instructors or where such a diverse population would likely learn of these of these opportunities.
- OED will share this same notice/advertisement with these other such potential recruiting sources that have been identified, except that OED will send the notice to the State of Pennsylvania Department of Employment Security, undertaking to explain that at this time there are no vacancies but requesting that this agency share

with its clients, particularly covered veterans, the information about future potential part time employment at the University.

- The Department(s) may also actively solicit expressions of interest from anyone, who must then respond in accordance with the directions in the notice/advertisement, and who will then be added to the Job Seeker pool.
- The Dean's Office will receive responses from the blanket advertisement and use it to keep an off-line spreadsheet of interested job seekers, classifying them according to department(s) and or discipline(s).in which they have expressed interest. This inventory will be maintained on an on-going basis by the personnel in the Dean's office, and will be created according to the supplied Excel template.

See Appendix XI Excel Template for Job Seeker Registry

- Individuals who respond to the blanket advertisement will be sent a form letter by the Dean's office, informing them that their credentials will be kept on file for a period of one year from the postmark on their letters of interest. The postmark date will be referenced in the acknowledgment letter sent by the Dean's office.

See Appendix XII Form Letters

Records to be Retained:

Approved notice/advertisement in local newspaper soliciting expressions of interest in potential part-time employment opportunities

Notice of this solicitation sent to state employment service

Copies of all other recruitment advertisements or other recruitment attempted in addition to notice/advertisement in local newspaper

List of individual names forwarded by the Dean to the Department

Copies of correspondence sent to job seekers (may be kept in electronic form)

Authorization to Hire

- If a chair and Dean determine that a course cannot be scheduled with a current member of the full-time faculty or one of the regular cadre of part-time faculty, then the chair creates a job requisition for that position. The chair and Dean will develop the minimum acceptable prerequisites (e.g. ABDs) for the particular position, which any applicants must meet in order to be selected or even advance through the selection process.

See Appendix XIII Policy Defining the “Regular Cadre” of Part-Time Faculty

- The Dean approves the requisition and sends it to Human Resources for assignment of a unique requisition number for the search. There will be a separate requisition for each vacancy unless there are multiple vacancies in the department which have identical or substantially similar basic qualifications such that it is expected that the same job seekers would be considered for these multiple openings.

See Appendix XIV Part-Time Faculty Requisition

- The Office of Equity and Diversity is given a copy of the requisition, and sends a notice of vacancy to PA Job Service Agency, and to organizations/agencies serving individuals with disabilities and veterans.
- The Dean releases to the chair that portion of the job seeker register that pertains to the particular department, discipline or course.
- The Chair or department faculty may actively solicit expressions of interest from any additional individuals who are not part of the job seeker pool, however, these individuals must submit their credentials in accordance with the directions in the published advertisement and they must be submitted within a specified period of time so that the selection process is not delayed.
- The Chair (or department secretary) will notify the individuals from the job seeker register list who are being considered for the current vacancy, along with the nature of the position, and the minimum requirements and any preferred requirements for the position.
- The Chair (or department secretary) will ensure that each job-seeker is provided an opportunity to disclose his or her race/ethnicity and gender. This opportunity is to be provided only by mailing the approved EEO survey form to each job-seeker on the job-seeker register. Each survey form will be pre-coded with the requisition number and the title of the position. These forms will be pre-addressed and returned to the Office of Equity and Diversity. (see *Appendix VI*)
- OED will receive the EEO self-disclosure cards and enter information into OED’s off-line database. This information will not be entered into Banner until the conclusion of the search.

Records to be Retained:

Approved requisition for each actual vacancy

Position Description for each vacancy

Listing with the state employment service of each actual vacancy

Description of selection criteria, including at least minimum qualifications and preferred qualifications

Correspondence with job seekers and other interested individuals.

Interview and Selection

- The Chair and members of the department who wish to participate in the selection will review the qualifications of each job seeker as the information is received.
- As the CVs are reviewed, the chair will narrow the list based on minimum qualifications, and preferred qualifications, if any, and assign disposition codes to be entered by the department secretary as soon as assigned.
- The Chair and any interested members of the department will conduct phone or personal interviews of top candidates. A set of questions based on the qualifications for the position will be developed and used for every applicant. (See *Appendix VIII.*)
- The Chair and Dean will agree on the person selected before the job offer is made. The rate at which the part-time faculty member is hired will be based on the discipline and qualifications of the applicant, with the Dean having final approval of the rate.

See Appendix XV Application for Employment Part-Time Faculty

- The Dean will monitor the process, and will not permit a hire if the proper procedures have not been followed.
- The Dean's office will send the successful candidate a University of Scranton job application and obtain the applicant's permission to run a criminal background check. Criminal background checks for part-time faculty are ordered and paid for by the Dean's office.

Records to be Retained:

Interview Notes – Telephone and Campus

“Banner Log”, i.e., name and other information, including disposition code, for every person expressing interest in the particular discipline or department..

Correspondence with job seekers/applicants

Record Retention - Part-time Faculty

Federal record keeping regulations require retention of any record made for a period of two years from the making of the record or two years from the date the selection is made *whichever is later*. University policy has extended this period to three years from the date of the selection decision.

Two sorts of “records” must be retained: original hard copy records (unless the original document is electronically scanned **in its entirety**) and “soft” records such as electronic databases, etc. The University of Scranton makes and retains both sorts of records.

For compliance purposes it is essential not only to retain records but to be able to access them for mandatory self-audit and government reporting as required. The purpose of both is to monitor the employer’s selection process; therefore the focus of the analysis is not the individual applicant or person selected but the employer’s selection decision, the “opportunity.”

Therefore, all records must be maintained in such a way that they can be retrieved – and purged in accordance with the retention schedule – by requisition and by date of selection. During the course of the recruitment and selection process multiple records will be created and may, initially, be maintained in various locations and by various parties. However, at the end of the selection process, all records having to do with that selection process – including the application/CV of the individuals selected and other materials provided by that applicant – must be collected and stored together in a central location.

The University has decided that this central location, for all positions, will be in the hiring Dean’s Office. Therefore, at the conclusion of a search, when the appointment letter has been sent and, if applicable, the contract signed, all records which have heretofore been in the custody of the Search Committee and/or the Department, will be collected, audited by the department to ensure that the file is complete (compare with names entered in *Banner*®) and delivered to Human Resources.

The following records must be retained and delivered to the hiring Dean’s office as soon as possible after the selection decision is made.

Approved notice/advertisement in local newspaper soliciting expressions of interest in potential part-time employment opportunities

Notice of this solicitation sent to state employment service

Copies of all other recruitment advertisements or other recruitment attempted in addition to notice/advertisement in local newspaper

Approved requisition for each actual vacancy

Position Description for each vacancy

Listing with the state employment service of each actual vacancy

Description of selection criteria, including at least minimum qualifications and preferred qualifications

List of “Basic Qualifications” as defined by law, if established

Identification of the chair and any faculty members who participated in the selection process.

Original of each CV/application/resume/expression of interest received from each job seeker NOTE: The original CV/application/resume, etc. of any person hired may be retained in that individual’s personnel files; however, a copy of all such documents must be placed with all other records made during the course of the selection process for the position for which s/he was hired.

Original of any other application materials received from job seeker/applicants not hired must be retained along with all other records made during the course of the selection process for the position for which the jobseeker/applicant expressed interest. NOTE: It is not necessary to retain copies of materials other than CV/application, e.g., transcript, references or any other materials provided by the person hired except in that individual’s personnel file.

EEO Survey received from job seeker/applicant (if any)

Interview Notes – Telephone and Campus

“Banner Log”, i.e., name and other information, including disposition code, for every person or persons expressing an interest in the particular position.

Correspondence with job seekers/applicants

Notes of verbal offer

Copy of signed compensation form.

All other records made of the recruitment and selection process (including but not limited to any requests made for accommodation of disability)

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