Guide to Faculty Searches

Parts to Guide:
1. Academic Affairs Guidelines
2. Social Equity Guidelines
3. PeopleAdmin

California University of Pennsylvania
Building Character, Building Careers

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Acting Provost
Vice President for Academic Affairs

Dr. John Burnett
Special Assistant to the President for EEEO
University Ombudsperson

Dr. Caryl J. Sheffield
Faculty Search Coordinator
Interim Associate Provost/Associate Vice President

Academic Affairs Web Page:
www.calu.edu/academics/academic-affairs
Search Process Basics

- Department Policies/Procedures
  - Verify (or Establish if none exist)
  - Regular full-time department faculty vote

- Hiring Manager (i.e., Search Committee Chair)
  - Must be a tenured faculty member

- Hiring Manager Not Dept Clerical

- Department Chair Role
The Search Committee

- Odd number
- Hiring manager (search committee chair) must be tenured
- Commitment to all phases of the search process
- Dept chair is not on the search committee
- Faculty Search Diversity representative
PeopleAdmin

- Software that manages the search process
- Part 3 of guide to faculty searches
- Online training, page 7 of guide
- PeopleAdmin questions – contact Eric Guiser in HR
First task – creating a posting

- 3 parts to creating the posting
  - 1. using template, create the job description and ad copy
  - 2. secure approval from Faculty Search Coordinator and Social Equity.
  - 3. input job description in PeopleAdmin

*template on AA*
Creating the posting

- Terminal Degree Required (Tenure-Track)
- Describe requirements carefully
- Space Request Required
- Rank & Step Not Specified
- References (Not Reference Letters)
- Screening Questions (Use Caution)
Posting Approval Process

- Hiring Manager to *Faculty Only: Dept Head*
- Dept Chair to *Dept Head/Dean*
- Dean to VP/Provost, to Controller, to Budget Officer, to VP Admin/Finance, to President, to HR, to Social Equity
- HR Posts Approved Opening
Social Equity

- Administrative Diversity Recruitment Plan
- Advertises & Recruits for Diversity
- Reviews all Postings, Interview Questions, Ratings, & Processes
- Collects All Documentation (paper & electronic)
Faculty Search Coordinator

- Places *Chronicle of Higher Ed* Ad
- Reviews all Postings, Interview Questions, Ratings, & Processes
- Monitors Search Timeline
- Non-PeopleAdmin Assistance
Advertising

- Social Equity → Diversity (group ads)
- Academic Affairs → Chronicle of Higher Ed
- Department → Discipline-specific
  - Use Job Description or Ad Copy
  - Free - Professional associations & contacts
  - Not Free - Dean approval & SAP
Receiving Applications

- Applications Accepted Online Only (PeopleAdmin)
- Every Application Item Must Be Completed
- Files Uploaded Electronically
- Unofficial Transcripts at Application
- Apps Must be Released by HR
Reviewing Applicants

- Standard, Customizable Matrix Forms
- Permission Required for Each Phase
- Hiring Manager Updates Applicant Status at each phase
- Emails Automatically Sent – NO Letters
Pre-Phase 1

- HM adapts form, emails to FSC and Social Equity for approval
- **Forms on AA website**
- First change status to “under review by committee”
- Activate guest user account
- Notify committee that apps are ready for review
Phase 1 Initial Review/screening

- After approval, review begins
- After review, HM compiles all forms, emails to FSC and Social equity for approval to move to Phase 2
Phase 2 Phone interviews

Forms on AA website

- Again, HM adapts form, emails to FSC and Social Equity for approval

- After approval, HM schedules phone interviews

- After review, HM compiles all forms, emails to FSC and Social equity for approval to move to Phase 3
Phase 3 on-campus interviews

- After approval, change applicants’ status
- Again, HM adapts form, emails to FSC and Social Equity for approval

Forms on AA website

- After approval, HM schedules on-campus interviews (5 is ideal)
- Class presentation, search committee, department, chair, dean, FSC
Additional Info

- Official Transcripts at On-Campus Interviews
- Background Check Release & Driver’s License
- Travel & Hotel Procedures
- International Calls or Travel
- Reference Checks
Recommending Applicants

- Tenure Track or Temp
- Dept Faculty Review Applicants’ Credentials
- Regular Full-Time Dept Faculty Vote
- Dept Chair Recommendation
- Search committee recommendation
Recommending Tenure-Track Apps

- Dept Faculty-Approved Applicants
- “Recommend for Hire” Rating
- Forward Posting thru PeopleAdmin
- Background Check = 10-20+ Work Days
- Approvals: Dean, Provost, President
Recommending Temp Pool Apps

- Dept Faculty-Approved Applicants
- “Recommend for Hire” Rating
- Do Not Forward Posting thru PeopleAdmin
- Chair Communication with Applicants
Temp Pool – Additional Info

- Plan for Unexpected Faculty Leave
- Consider Summer Approval Processes
- Timely Processing of Apps (or Communicate)
- Two-Year Pool
Retrenched Faculty

- All Open Faculty Positions Shared & Posted
- Retrenched Have “Preferential Hiring Rights”
- Application – 30 Calendar Days after posting
- Application - Direct to President
- Dept Reviews vs. Minimum Qualifications
- Normal Review Processes do NOT apply
Posting for Retrenched Faculty

Posting Date: May 25, 2011

This is a posting for consideration by PASSHE faculty with rights under Article 29 of the Agreement between APSCUF and PASSHE. California University of PA anticipates hiring temporary faculty in the following areas during the Fall 2011 semester.

<table>
<thead>
<tr>
<th>Dept/Program</th>
<th>Course</th>
<th>Minimum Qualifications</th>
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<tbody>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>EET 110 DC Circuits</td>
<td>Bachelor and Master degrees in electrical engineering, electrical engineering technology, or closely related field and three years of teaching and/or industry experience. Have experience using an LMS (Learning Management System).</td>
</tr>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>EET 325 Intro to Electric Power</td>
<td>Bachelor and Master degrees in electrical engineering, electrical engineering technology, or closely related field and three years of teaching and/or industry experience including electric power. Have experience using an LMS (Learning Management System).</td>
</tr>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>GCM 240 Desktop Publishing</td>
<td>Masters degree in Graphic Communications Multimedia Technology, or closely related field with one year of teaching and/or industry experience. Have experience using an LMS (Learning Management System)</td>
</tr>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>TED 300 Assess &amp; Instruction in TechEd</td>
<td>Masters degree in Technology Education, have experience using an LMS (Learning Management System), and five years of teaching experience.</td>
</tr>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>TED 461 Stu Tchg Tech Ed</td>
<td>Masters degree in Technology Education, and five years of teaching experience. Must have all current clearances: Act 34, 114 and 151.</td>
</tr>
<tr>
<td>Applied Engineering &amp; Technology</td>
<td>TED 701 Issues in TechEd</td>
<td>Masters degree in Technology Education, have experience using an LMS (Learning Management System), and teaching web-based on-line courses.</td>
</tr>
<tr>
<td>Art &amp; Design</td>
<td>ART 110 Drawing I</td>
<td>MFA in discipline or related discipline and 2 years teaching experience at the university level</td>
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<tr>
<td>Biological &amp; Environmental Sciences</td>
<td>BIO 492 Bio &amp; Env Sci Intern</td>
<td>Master's degree in appropriate fields</td>
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<tr>
<td>Business &amp; Economics</td>
<td>ACC 200 Financial Accounting</td>
<td>Master's in Accounting/MBA with CPA with college/university level teaching experience in accounting</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>ACC 331 Cost Accounting I</td>
<td>Doctorate/ABD in Accounting preferred. Master's in Accounting/MBA, CPA, and college/university level teaching experience in Accounting is required.</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>BUS 100 Intro to Business</td>
<td>MBA and college/university level teaching experience of Business courses</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>BUS 371 Analytical Methods</td>
<td>Doctorate in Business or closely-related area is preferred. MBA with substantial graduate work in quantitative area and college/university level teaching quantitative courses</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>ECO 100 Elem of Econ</td>
<td>Doctorate/ABD in Economics preferred. MBA with college/university teaching experience in economics</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>FIN 301 Financial Mgmt</td>
<td>Doctorate/ABD in Finance preferred. MBA with substantial graduate course work in Finance and college/university level teaching experience in Finance</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>MGT 301 Organiz Behavior</td>
<td>Doctorate/ABD in Management preferred. MBA with teaching and business/industry experience.</td>
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SPOT Briefing 2013

For More Information

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www.calu.edu/academics/academic-affairs

PeopleAdmin Questions & Training
Eric Guiser (HR)

Other Search-Related Questions
Caryl Sheffield (Academic Affairs)