



THE UNIVERSITY OF SCRANTON

Recruitment and Record Keeping
Requirements for
Faculty Search Committees
and Departments

THE UNIVERSITY OF SCRANTON
Rev. October 2008

***RECRUITMENT, SELECTION AND RECORD KEEPING
REQUIREMENTS FOR FACULTY SEARCH COMMITTEES***

Part Full-Time Faculty Recruitment and Record Keeping

Authorization to Hire

The hiring process begins with the department Chairpersons who submit requests for new and replacement faculty for the department reported in the yearly report of the department in which the position is filled. For each request for a position, the department chairperson must submit a letter of recommendation for the position. If for some extraordinary reason the request cannot be processed, the department chairperson should submit a letter to the Department Chairperson explaining the reasons. The Department Chairperson may refer the request to the Faculty Search Committee for their recommendation. The Department Chairperson must submit a letter of recommendation for the position to the Faculty Search Committee. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position.

Budget For Search

Each department must submit a budget for the search process to the Department Chairperson. The budget should include the following items: travel expenses for the search committee members, honoraria for the search committee members, and other expenses. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position. The Department Chairperson may refer the request to the Faculty Search Committee if the position is a search position.

Request

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- The De n re e s pos on req es s h Pro es
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- Once the Proposed and current descriptions of the dependent position have been developed, the Department will develop a description of the position including minimum requirements such as grade, education of applicant, etc.
- The Department will generate a list of requirements for the position description and draft a description for the position. The Proposed description will be reviewed by the Office of Equity and Diversity to ensure the description complies with EEO/AA requirements.

See Appendices I, II, III for requisition, sample position description and boiler plate language for advertisement

- The proposed description of the position will be reviewed by the Office of Equity and Diversity to ensure the description complies with EEO/AA requirements.

Waiver of Full Search

- Except under very unusual circumstances and with appropriate provisions described in the emergency affidavit for full search described in
- A search may be conducted in unforeseen circumstances preceding search. Emergency provisions for period not to exceed one year in emergency circumstances shall be in response to request for emergency created by full search of qualified observers or qualified observers re-notified in order to meet scheduled needs or unpredictable increases in enrollment by cause dependent upon the effectiveness of the services.

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 members of the Search Committee

- After consultation with the Office of Equity and Diversity and the Human Resources Department, the Research Committee estimates that recruitment in this area should need no additional
 - Address envelopes, checked copy and photocopies
 - Missings of professional societies and community based organizations
 - Check peer reviewed organizations
 - Mandatory signing with the local Pennsylvania Office of Employment Security
 - Internship positions, checked copy and list of sites posted
 - Telephone contacts, check list of professional person and organizations contacted
 - Other outreach activities, fully describe expanded outreach activities, professional conferences etc
 - Electronic records, e.g. Monitor any non-researched identified individuals who have been denied no opportunities

- A degree program is reviewed and approved by the Provost and the Office of Equity and Diversity
- Every faculty position is reviewed through the office of the Pennsylvania Office of Employment Security
- The Provost's Office and Deans coordinate create and conduct degree programs. Single faculty positions are published in the *Chronicle of Higher Education*. All proposed degree programs are forwarded to the Office of Equity and Diversity for review, revision and approval.
- No single position is published in the *Chronicle of Higher Education* without permission from the Provost and the Deans office. If such requests are approved by the Deans and the Research Committee, a draft degree program is submitted to the

Processing and Screening

- Upon receipt of the press releases the Chair of the search committee ensures that the search committee members provided an opportunity to disclose his or her race ethnicity and gender. This opportunity is also provided on your ongoing approved EEO survey. Applicants of these searches are provided to the search committee by the Office of Equal Opportunity and Diversity. The department secretary is responsible for the request on the letter and to be noted on the search committee to see if

The EEO survey is added directly to the Office of Equal Opportunity where the information is entered into the *Banner Applicant Tracking Module* the conclusion of the selection process since this information is no longer of the search committee's considerations nor of the search committee or Department's access to the EEO database so as to be used for the purpose of reporting to the Office of Federal Contract Compliance Programs.

See Appendix VI EEO Survey Card

- The department secretary entered on persons whose press releases in the process in the *Banner Applicant Tracking Module* whose press releases are received. Copies are sent to the chair of the Banner committee to be reviewed on the letter and to be noted on the search committee to see if
- As the Chair reviewed the Chair of the search committee to determine which of the officers see the request for the position and his or her name considered applicants

To ensure applicant confidentiality and cover letter privacy the press releases in process are copied with error messages shed on your email and directed to the appropriate references and confidentiality of the position. The search committee members are not to discuss the search process beyond designated areas.

Since the credentials of the committee members are copied with the search results or who have pressed in the confidentiality of the committee members' strong recommendations. The committee members' search persons' search codes have been provided and used to cover search results.

- Accurately consider and assess the qualifications of those who see or hear the information in the original definition of participation. And, do not respond to the question of whether the person is qualified or not qualified since the definition is not intended to be a report and is not intended to be a part of the Bigger Picture. The purpose of the definition is to provide information on the qualifications of those who see or hear the information. The research committee ONLY on the credentials of those who see or hear the information is qualified for the position.
- In order to comply with the necessary and mandatory record keeping obligations under the EEO Affirmative Action Policy of the Chair of the research committee, the committee will

- The ops pp c n s sho d e sen n he *The Faculty Handbook* he
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- Planning for reimbursement and the following on completion should be planned. The budget considerations and the performance should be reviewed. The possible options should be provided to the person specifying the details. The following should be the procedures for charging the expenses. All expenses charged to the Department are reviewed by the Process Office. The person charged for the search

Guidelines for Search Events	
Expense	Procedure
Transportation	The condition either or his own arrangement should be reviewed upon production of the receipts for the condition. The receipt should be provided to the Department. The department will be responsible for the condition if necessary.

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opportunities for each process or department. Each new process is afforded the same or comparable resources and opportunities during the new process.

- The role of the engineering department in the Process Improvement Office is to ensure that

- The Chair of the Research Committee should keep participants informed by e-mail during the process. It is necessary to ensure that the information is given when the position has been fixed or if the research has been cancelled. For the reasons of the messages of the research are included in this document.

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Federal record keeping regulations require retention of any record made for a period of 10 years from the making of the record or 10 years from the date of the selection decision, whichever is later. The agency policy has extended this period to **three years from the date of the selection decision.**

Producers of records are required to retain hard copy records unless the original document is electronically scanned and soft records such as electronic databases. The agency of concern and respondents of records

The objective of record keeping is to provide a basis for compliance purposes and to ensure that only original records are available for audit and review. The purpose of this section of the policy is to ensure that the focus of the analysis is on the individual applicant or the employee's selection decision, the opportunity

Therefore records are maintained such that they can be retrieved and processed in accordance with the retention schedule. Requirements on the date of selection. During the course of the recruitment and selection process, the records created and maintained by the various organizations and by the various personnel at the end of the selection process records should be maintained throughout the selection process including the application of the individual's selection and other records provided by the applicant's selection and scored together in the selection

The agency has decided that the center location for the effective positions in the Process Office. Therefore the conclusion of search when the applicant is interviewed and the applicant's records are maintained here before entering the body of the search Committee and the Department's records are maintained by the department's records. The fees for the copy of the records are entered in *Banner* and deleted from the Process Office.

The following records are retained and deleted from the Process Office as soon as possible after the selection decision is made and the applicant is notified.

Records are retained

