

**Checklist for Recruitment and Appointment Procedures for Management Personnel Plan**  
**Appointments<sup>1</sup>**

	<b><u>Policy</u></b> <b><u>1310</u></b>	<b><u>Description</u></b>	<b><u>Appendix</u></b>	<b><u>Date</u></b>
		<b><i>Role of the Appointing Officer</i></b>		
<input type="checkbox"/>	1.2	<ul style="list-style-type: none"> <li>• The appointing officer or designee shall:               <ul style="list-style-type: none"> <li>○ convene the first session of the search committee</li> <li>○ outline the characteristics and responsibilities of the position, identify the required and preferred qualifications of candidates and establish a deadline for the search committee to forward recommendations.</li> </ul> </li> </ul>		
		<b><i>Position Announcement</i></b>		
<input type="checkbox"/>	4.1	<ul style="list-style-type: none"> <li>• The appointing officer shall provide the search committee with a job description and draft position announcement.</li> <li>• The appointing office, in consultation with the search committee, will develop the position announcement</li> <li>• The Diversity Officer must also approve the position announcement</li> </ul>		
<input type="checkbox"/>	4.2	Delineates requirements for position announcement		
		<b><i>Creating the Candidate Applicant Pool</i></b>		
<input type="checkbox"/>	5.2	Human Resources and/or Faculty Affairs will post the official position announcement on the HR or Academic Affairs web pages		
<input type="checkbox"/>	5.3	A college/school will post all position announcements for its administrative positions on its web page.		
<input type="checkbox"/>	5.7	Initial correspondence to the applicants shall include the Affirmative Action Application Data Form and encourage the applicant to submit the form under separate cover to the Diversity Officer.		
		<b><i>Preliminary Review of the Applications</i></b>		
<input type="checkbox"/>	6.2	There shall be an access log for the file of each applicant. All persons shall sign in and out when reviewing the file.		
<input type="checkbox"/>	6.4	Each application for the position shall be promptly acknowledged in writing by the chair of the committee or designee		
<input type="checkbox"/>	6.5	The applications materials of each applicant shall be reviewed against the minimum qualifications as enumerated in the position announcement by at least two members of the search committee. This checklist shall be prepared and approved by the members of the search committee prior to the commencement of reading applications.		
<input type="checkbox"/>	6.6-6.9	<ul style="list-style-type: none"> <li>• As the search committee receives applications, the search committee chair or designee shall fill out the Applicant Tracking System spreadsheet</li> <li>• At the close of the response period, the search committee chair shall send the Applicant Tracking System spreadsheet to the Diversity Officer</li> </ul>		

<sup>1</sup> Please note that this document is intended to provide search committees with a road map to comply with Policy 1310 (formerly Appendix 14). This is not inclusive of all the policy requirements and it is incumbent on the search committee members to familiarize themselves with the specific requirements.

		<ul style="list-style-type: none"> <li>The Diversity Officer shall review the composition of the applicant pool and shall report the result of the evaluation to the search committee and the appointing officer.</li> </ul>		
<input type="checkbox"/>		<b>Screening the Applicants</b>		
<input type="checkbox"/>	7.2	After the preliminary review of applicants, the search committee shall conduct a more detailed evaluation of the applicants that meet minimum qualifications and narrow the pool to semi-finalists.		
<input type="checkbox"/>	7.3	<ul style="list-style-type: none"> <li>If deemed appropriate by search committee, interview will be conducted of semi-finalist</li> <li>Interviews are conducted by phone unless appointing officer approves of in person interviews</li> <li>At least two members of the search committee will be present for the interview and will ask questions that were pre-approved by the Diversity Officer</li> </ul>		
<input type="checkbox"/>	7.4	<ul style="list-style-type: none"> <li>A minimum of three telephone reference checks is required prior to naming a finalist</li> <li>Two search committee members will be present at each telephone reference check and they will use the questions that have been pre-approved by the Diversity Officer.</li> </ul>		
<input type="checkbox"/>	7.5	<p>The search committee will prepare a memo to the appointing officer listing specific reasons why unsuccessful applicants, who met minimum qualifications were not selected to be finalists</p> <ul style="list-style-type: none"> <li>A copy of the memo is to be sent to the Diversity Officer</li> </ul>		
<input type="checkbox"/>	7.6	The search committee will submit a tentative campus itinerary and the list of finalists to the appointing officer for approval before extending invitations to the candidates.		
<input type="checkbox"/>		<b>Finalists and Campus Interview</b>		
<input type="checkbox"/>	8.1	The name of a candidate shall be released to the campus community only if the candidate is a finalist and brought to campus for an interview		
<input type="checkbox"/>	8.2	An itinerary and information packet will be prepared for each candidate prior to the campus interview.		
<input type="checkbox"/>	8.3	If an external candidate asks for retreat rights, a meeting with the tenured faculty and the candidate shall be scheduled during the campus visit		
<input type="checkbox"/>	8.4	The campus visit will include an interview with the full search committee using questions that were pre-approved by the Diversity officer.		
<input type="checkbox"/>		<b>Evaluation of Finalists</b>		
<input type="checkbox"/>	9.1	The search committee shall submit the list of finalists that were interviewed on campus, to the appointing officer with a written evaluation of each finalist identifying their strengths and weaknesses. The appointing officer shall meet with the search committee to discuss the committee's recommendation for and against the finalists.		
<input type="checkbox"/>		Prior to making the appointment, the appointing officer shall inform the search committee		
<input type="checkbox"/>		If the appointing officer has compelling reasons that an appointment from the list of finalists is not in the best interest of the University, after consultation with the Diversity Officer, shall follow the provisions under 2.6 to cancel to search.		