

Appendix V.
Faculty Recruitment and Selection Procedures
Department of Psychology
(approved: 9/04)

The recruitment and selection goal of the EKU psychology department is to identify and hire qualified individuals committed to accomplishing the mission of the Department of Psychology, the College of Arts and Sciences, and Eastern Kentucky University.

The Search Committee

The area of specialization of the new position is arrived at by faculty discussion and vote, if necessary. Volunteers and a committee chair are solicited for a search committee. The department Chair shall serve as an ex officio member. If necessary, the chairperson shall select from among volunteers or shall request the service of additional faculty. The committee Chair and department Chair are the only contact persons for communications with the candidates.

The Chair of the search committee is to keep all records from the search, including CVs and related materials from all applicants, evaluations of each applicant, notes from all reference calls made, and interview notes. At the end of the search process, the entire file should be transferred to the College office for storage for five years.

Position Announcements

The search committee is to develop a clear set of selection criteria for evaluating applicants and a search process timetable. These criteria are documented and a copy is included in all applicant files. The departmental search committee should meet with the Department Chair to draft the position announcement/advertisement once authorization is granted from the Office of the Provost and the Dean of the College for the search to begin (Appendix A, Request for Action on Vacancy)*.

The announcement/advertisement must contain statements specifying the rank at which the candidate is to be employed, that the position is tenure-earning, the minimum required qualifications and credentials, a reference to EKU's competitive compensation, application instructions and contact information.

The announcement should contain a request for a letter of interest, three letters of recommendation, unofficial graduate transcripts, and evidence of teaching skill (teaching evaluations, other supporting information). The announcement should state the date on which the initial review of applications will begin and should clearly state that the search will continue until the position is filled. The following statement must be included at the end of the announcement: *Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.*

A draft of the announcement/advertisement will be shared with the College Dean, the Equal Opportunity Office, and the Provost as early as possible in the process.

Two versions of the advertisement should be prepared. The longer version is for use in less expensive media and the shorter is for use in the more expensive media. The longer version will be posted on the Department's home page. Each advertisement will contain the appropriate web address where the full announcement can be found. Both ads will contain the minimum qualifications required, and the longer ad should contain the criteria against which applications will be evaluated.

The advertisement plan for the position will include a cost estimate (See Appendix B, AA-1 Form)*. Appropriate paperwork (Appendix B, AA-1 Form)* will be filed with the Equal Opportunity Officer, the College Dean and the Provost.

When appropriate, the search committee will prepare an announcement of the position to be sent to colleagues at similar departments across the country. The committee will make every effort to identify and solicit a broad pool of qualified applicants.

Applicant Screening

Each applicant is to be screened by the search committee for minimum education and experience requirements. If an individual does not satisfy these requirements, the individual is not a qualified applicant and should not be given further consideration for the position. A letter will be sent to any such individual clarifying the status of the individual's application.

After initial screening for minimum education and experience requirements, each remaining application received will be acknowledged, and the affirmative action compliance information form and a postage-paid envelope provided by the Equal Opportunity Office should be included with the acknowledgment.

The search committee will then conduct an initial review of the applicants and provide the Department Chair with a summary of the applicant pool. At this point, a review of the candidate pool will be made to ensure that it is a viable pool of applicants. If it is determined that it is not, the search can be continued or reopened at a later date.

The search committee will rigorously apply the stated criteria to the applicant pool to develop a list of semi-finalists. Careful notes must be kept as to the reason(s) why each applicant does or does not meet the criteria. These notes must be retained as a part of the search file.

The search committee will check the listed references of the semi-finalists. References can be collected in the form of traditional letters, faxed letters, e-mail communications, or telephone calls to the references.

Careful notes of any telephone conversation need to be kept as part of the applicants' files. If reference checks are made by telephone, the caller should use a script so that the same topics are covered with each reference call for each candidate. (It is understood, though, that as in any conversation, the discussion can go in many directions. The important point is that at least the same topics are covered in each reference call.) Prior to the reference checks, the search committee will develop the script to be used.

It is imperative that throughout the search process all candidates, internal and external, are treated exactly the same. No candidate should be given more or less of an advantage.

If the search committee chooses to do video interviews or telephone conference calls with the semi-finalists, a script should be developed and followed for each discussion with a candidate. And records of those discussions must be kept as part of the search file.

The search committee will present the semi-finalists to the entire faculty. The faculty will select up to three candidates for on-campus interviews. Prior to inviting any candidates to campus, the department Chair should review the status of the search with the Dean. The Chair should be able to articulate why the proposed interviewees were selected for on-campus interviews. The search committee and the Dean must ensure that all qualified applicants were given equitable employment consideration. Appropriate paperwork will be completed and forwarded to the College Dean. After all approvals, forward a copy to the Equal Opportunity Office.

Candidate Visits and Interviews

The search committee together with the Department Chair shall plan the campus visits of the finalists. Appointments should be scheduled with the College Dean as well as with other appropriate individuals. Copies of the finalists' resumes should be shared with each person with whom an interview meeting is scheduled.

Planning for the campus visits of candidates should be done as much in advance of the visit as possible. The department will prepare informational packets to be mailed to the candidates well in advance of their campus visits. All individuals who will interact with the candidates should be counseled on the legal considerations of an interview. While on campus, candidates should meet with as broad of a range of persons as possible. A formal feedback mechanism, preferably a written form developed in advance by the search committee, should be provided for everyone who meets with the candidates. Whenever possible, candidates will be housed in a Richmond hotel with which ECU has a room rate agreement.

Questions about salary should be referred to the department Chair. Candidates can be told that our salaries are competitive, but the actual salary for a position is not determined until the top candidate is identified. At that time, a series of discussions occur between the Chair, the Dean and the Provost about the appropriate salary.

Candidate Selection

Following the campus visits of all finalists, the faculty will meet to discuss the candidates in relation to the stated criteria, assess the feedback received on the candidates, and identify a preferred candidate.

Recommendations regarding recommended candidates, rank and salary are to be forwarded to the Dean, who in turn, will discuss them with the Provost. Following that discussion, final paperwork (See Appendix D, the AA-2)* will be prepared for approval by the Department Chair, the Dean, the Provost, and for review by the Equal Opportunity Officer. Once approval to proceed is given, the Dean will authorize an offer of employment to be made. If the candidate accepts the position, the Dean's office will prepare the PAF-1.

Example Candidate Evaluation Criteria and Rating Scale

Applicant Name _____

Met Minimum Qualifications and Experience Requirements _____ Yes _____ No

If no, reason: _____

If no, letter was sent notifying the individual _____ Yes

Excellent						Unacceptable
7	6	5	4	3	2	1

	Experience advising students on academic and vocational curricula, and on career issues.
	Experience initiating, facilitating, and moderating classroom discussions.
	Experience teaching undergraduate courses.
	Courses taught are related to the courses that would be taught at EKU.
	Experience writing grant proposals to procure external research funding.
	A Record of conducting research in their field of expertise (e.g., published findings in professional journals, books, and/or electronic media. Presented findings at professional conferences.)
	A record of having performed administrative duties such as serving as committee chair.
	Experience supervising undergraduate and/or graduate teaching, internship, and research work.
	Experience providing professional consulting services to government and/or industry.
	Experience serving on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
	Experience preparing course materials such as syllabi, homework assignments, and handouts.
	Experience acting as advisers to student organizations.
	A record of having participated in campus and community events.
	Research and work experience fits with the needs of the department.
	Quality of Job Talk
	Quality of Letters of Recommendation
	Collegiality demonstrated in interview.
	Holds appropriate degrees

Other Skills Useful to the Department (e.g., Computer Expertise)

Psychology Department Search Committee Checklist

Date	Initial	
		Area of specialization of the new position is arrived at by faculty discussion and vote, if necessary.
		Authorization granted by Office of the Provost
		Authorization granted by Dean of the College
		Volunteers and a chair are solicited for a search committee. If necessary, the chairperson shall select from among volunteer or shall request the service of additional faculty.
		Search committee chair selected.
		Committee informed that the chair is the only contact person for communications with the candidates
		Training from the EEO office is requested for search committee members.
		Search committee developed a clear set of selection criteria (attached) for evaluating applicants
		Department search committee and Chair draft position announcements
		Announcement (attached) contains statement specifying rank at which the candidate is to be employed, that the position is tenure-earning, the minimum required qualifications and credentials, a reference to EKU's competitive compensation, application instructions, and contact information:
		Announcement/advertisement contains request for at least three references and their telephone numbers, and e-mail addresses, states the date on which the initial review of applications will begin, clearly states that the search will continue until the position is filled, and Contains, at the end of the announcement / advertisement, EKU's EEO/Affirmative Action statement.
		The advertisement plan for the position should include a cost estimate (See Appendix B, AA-1 Form)*. Human Resources can provide that information based on a draft of the announcement/advertisement.
		Appropriate paperwork (Appendix B, AA-1 Form)* is to be filed with the Equal Opportunity Officer, the College Dean and the Provost.
		Draft of the announcement/advertisement was shared with:
		College Dean
		Equal Opportunity Office
		Provost

	Two versions of the advertisement were prepared.
	Long version
	Posted on Department home page.
	Contains minimum qualifications required
	Contains criteria against which applications evaluated.
	Short version
	Contains web address for long version
	Contains minimum qualifications required
	Contains criteria against which applications evaluated.
	Attractive announcement of the position sent to colleagues at similar departments across the country if deemed necessary.
	Other effort to identify and solicit a broad pool of qualified applicants (attach summary).
	Search committee conduct initial review of candidates
	The search committee shall screen the applicants and reduce the total pool to a manageable number, typically 8-10, depending on applicants' qualifications. This screening shall be by individual committee member rankings and committee discussion. (Applicant files will be available to other faculty who wish to have input into the process.)
	Search committee provides Department Chair and Dean with a summary of the applicant pool
	Dean reviewed candidate pool and approved as viable
	Search committee developed standard script B topics to cover and possible questions - to use when calling candidate references.
	Reference interview script included in candidate's file.
	Search committee checked the listed references of the semi-finalists
	Notes of conversations with references included in applicant file.
	Search committee choose to arrange telephone or telephone conference calls with semi-finalists

	Search committee developed standard script B topics to cover and possible questions - to use when calling candidates.
	Candidate interview script included in candidate=s file.
	Notes of conversations with candidates included in applicant file.
	Search committee will submit up to three finalists for on-campus interviews
	Faculty vote to invite finalists for interviews.
	Committee articulates why the proposed interviewees were selected for on-campus interviews (attached)
	Chair of the search committee reviews the status of the search with the Dean
	Chair of the search committee and the Dean must ensure that all qualified applicants were given equitable employment consideration
	Appendix C (AA-1.1 Form)* and forward to the College Dean
	After all approvals, forward a copy to the Equal Opportunity Office
	All individuals who will interact with the candidates should be counseled on the legal considerations of an interview and the fact that good candidates will be interviewing us as much as we will be interviewing them.
	A formal feedback mechanism, preferably a written form developed in advance by the search committee, should be provided for everyone who meets with the candidates.
	Following the campus visits of all finalists, the search committee will meet with the Department Chair to discuss the candidates in relation to the stated criteria, assess the feedback received on the candidates, and provide a listing of "acceptable" and "unacceptable" candidates to forward to the Dean together with a narrative of their relative strengths and weaknesses.
	Recommendation regarding recommended candidates, rank and salary are to be forwarded to the Dean, who in turn, will discuss them with the Provost.
	Departments should develop formal mentoring programs for new faculty members which should begin in the first semester of employment at ECU.
	At the end of the search process, the entire file should be transferred to the College Office for storage for five years