

SAMPLE RECRUITMENT WORKFLOW FOR IOWA STATE UNIVERSITY

TENURE-ELIGIBLE FACULTY POSITIONS ISU ADVANCE

This is an optional resource that is modeled after a College of Liberal Arts and Sciences document. Adapt the steps for your unit and academic college. Credit: Stacy Kilstofte and Mallory Hamilton, Iowa State University.

Development of Search Committee

- Tenure-track (includes tenure-eligible, tenured positions) search approved by college and department chair notified by dean's office.
- Department chair appoints a search committee chair and members and also provides the charge.
- Search committee members' names provided to dean's office; committee may include an external member who could be a potential collaborator with the candidate. External members may serve as process observers, who fully contribute to the process but do not participate in department-specific processes or voting.
- Search committee members complete ISU ADVANCE search committee training.
- Job posting active on ISU job board. External posting best practices follow:
 - Department facilitates external, national/international job postings and includes the National Registry of Diverse & Strategic Faculty at www.theregistry.ttu.edu. User name = isu and password = goclones
 - To satisfy potential sponsorship needs, it is best practice to post your job posting in the Chronicle of Higher Education.
 - A minimum of 30 calendar days is required either in print or electronically.

Request to Screen Candidate Pool

- After the lapse of the guaranteed consideration date, the search committee chair prepares the request to the college to review candidate pool.

Job Posting and Advertising

- Search committee and department chair develops draft job posting and evaluation matrix (if applicable) for college review, forwards to Human Resources (HR) Coordinator.
- College approves draft job posting and develops evaluation matrix or provides additional feedback.
- Posting is submitted to HR Coordinator for approval and posting.
- Search committee prepares statement for recruiting diverse candidates such as:
 - Brief statement of the committee efforts to recruit a strong and diverse pool of candidates.
 - Statement of where the department is underutilized relative to candidate demographics nationally. Utilize national data sources.

- Description of whether the percentage of the candidate pool is representative of the national pool of available, underrepresented individuals in the discipline.

- Dean coach (e.g., Associate or Assistant Dean) reviews and approves candidate pool or requests additional recruitment efforts.

Candidate Screening Process

- After college approval, the search committee begins reviewing the candidate pool against the evaluation matrix developed at the time of posting.
- Search committee chair requests permission from the college or HR to interview and submits completed evaluation matrices.
- Upon college approval, HR Coordinator loads candidate ratings into Workday and provides final administrative approval for interview.
- Search committee can make contact with candidates and communicate interview interest; departmental administration can support logistic and scheduling support.

Interview Process

- Initial interviews can be conducted via phone or Zoom/WebEx to narrow the pool of candidates for an on-campus interview. Dean coach must approve narrowed list of candidates for on campus visits if virtual interview or other down selection was utilized.
- Schedule on-campus interviews, note:
 - Who are candidates expected to meet with?
 - Dean and/or associate dean?
 - Provost or/ or associate provost?
 - Contact administrative specialists to schedule interviews with the dean and/or provost's office (as applicable).
- Contact references for top candidates. Should off list calls be made and documented for top candidates being considered for an offer with tenure?

Hiring Process

- Search committee/chair submits a summary to the department chair identifying each candidate's strengths and weaknesses. Summary may reflect rankings of final candidates (if requested by the department chair).
- Department chair selects candidate for hire and requests dean's approval.

- After receiving dean's approval, chair begins unofficial offer conversation, note:
 - This conversation can include salary expectations, start-up needs, dual career accommodation, space, start date, and other related matters.
 - If start-up will be part of the offer, consult with dean coach.
 - If a dual career accommodation will be part of the offer, contact dean coach.

- Department chair obtains college approval on terms of appointment and provides offer letter draft to HR Coordinator.

- HR Coordinator creates offer letter in Workday (document generates immediately via DocuSign) and routes through the university for approval as follows:
 - Department chair
 - Dean's office
 - Provost's office

- Once candidate has signed their offer letter, a background check is initiated.