**NatSci Faculty and Academic Staff Search Procedures Checklist**

These procedures apply to all faculty and academic staff searches. Under normal circumstances, search committees will work with a hiring guide throughout the process. Exceptions to these procedures are allowed for postdocs, research specialists, and other positions funded by start-up or grant funds, summer only hires, one-semester appointments, emergency hires for appointments <1 year, and visiting faculty. The search committee chair should contact the hiring guide appropriate for the position.

|  |  |
| --- | --- |
| **Position type** | **Hiring Guide** |
| Tenure system faculty | Gemma Reguera, (reguera@msu.edu)  |
| Fixed term faculty and instructors  | Cori Fata-Hartley (fatahart@msu.edu) |
| All Academic Specialists | Cori Fata-Hartley |

|  |  |
| --- | --- |
| **Title** | **Individual** |
| Unit Administrator | Chair or director for department/program searches; Dean for dean’s office searches |
| Unit HR Coordinator | Support staff who handles hiring in the department, program, or dean’s office  |
| NatSci HR Administrator | Shari Townsley (townsley@msu.edu) |
| NatSci Dean’s Executive Assistant | Joyce Pinckney (Natsci.Dean@msu.edu) |

| Steps | Action |
| --- | --- |
| [ ]  1 | **Search Approval** The unit administrator submits the [NatSci Faculty and Academic Staff Position Approval Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fnatsci.msu.edu%2F_assets%2Ffiles%2Ffaculty-staff%2Fnatsci%2520academic%2520staff%2520position%2520approval%2520form_revised%2520_May_2023.docx&wdOrigin=BROWSELINK) to the NatSci HR Coordinator, who will notify the unit administrator, search committee chair (if identified), and hiring guide once the dean has approved the search. |
|  |  |
| [ ]  2 | **Establish Search Committee** The unit administrator selects the search committee members, assigns roles (Committee Chair, Committee member and Affirmative Action Advocate), and meets with them to deliver the charge. Committee members must be from diverse backgrounds (departmental position, programmatic area, research topic, time at institution, rank, race/ethnicity, gender, etc.) to provide a variety of perspectives and expertise. (May include support staff and community members as consultants, if needed).  |
|  |  |
| [ ]  3a[ ]  3b | **Search Committee Training** *University Training*: The search committee members are required take the online [Academic Search Committee Education](https://fasaffairs.msu.edu/resources/trainings/search-committee-training) training. Re-certification must occur biennially.*NatSci Training:* The search committee chair submits the committee roster to the hiring guide and schedules a 90-min meeting initial session between the committee and hiring guide to review NatSci search and approval processes. \*\**To facilitate scheduling of* ***tenure stream*** *searches, please identify potential dates for committee availability and copy Teri Compeau (**compeaut@msu.edu; Natsci.Dean@msu.edu**) in the email.* |
|  |  |
| [ ]  4 | **Document Sharing**The hiring guide creates a Teams channel for the search. The search committee chair is responsible for sharing templates, example rubrics, etc., with committee members. ***NOTE:* All materials for review must be submitted to the private Teams Channel.** |
|  |  |
| [ ]  5 | **Development of Search Materials** The search committee develops the following documents and posts them in the Teams channel for review by the hiring guide.* position description/advertisement (developed in consultation with position supervisor)
* narrative of search process
* evaluation criteria and assessments, including rubrics
	+ stage-specific criteria if more than one stage of screening is planned
	+ rank-specific if the search will be open rank
* final interview format and structured interview questions
	+ can be deferred until after the position gets posted but must be submitted *before* approval of the final interview list (step 10)
 |
|  |  |
| [ ]  6 | **Review and Approval of Search Materials** The hiring guidereviews submitted documents and recommends changes as needed. Once the documents have been approved, the hiring guide notifies the search committee chair and NatSci HR coordinator that the position is approved to be entered into EBS by the unit. |
|  |  |
| [ ]  7a[ ]  7b[ ]  7c | **Posting the Position**Upon approval of the position, the search committee chair provides the completed [NatSci Position/Advertisement Data Information Form](https://natsci.msu.edu/sites/_natsci/assets/File/Faculty%20%26%20Staff/Position-Advertisement%20Data%20Information%20Sheet_june2022.docx) to the unit HR coordinator for entry of the position into EBS. *All position requests (except for chair/program director searches) should indicate at least two identical positions to allow for multiple offers to be made*, *even if the initial plan is to hire one person.*  The NatSci HR coordinator approves the Academic Position Request in EBS at the college level. It is automatically routed to the Office of Institutional Diversity and Inclusion (IDI). After IDI approval, the position request is routed to the Office of Faculty and Academic Staff Affairs (FASA), which posts the position on PageUp. Note: FASA may take up to 10-15 business days for approval/posting. Candidates **MUST** submit applications through PageUp.FASA notifies the unit HR coordinator via email that the position has been posted on PageUp. Once the position is posted, it can be externally advertised. ***Note*: External postings, including paid advertisements, are the responsibility of the unit.**  |
|  |  |
| [ ]  8a[ ]  8b[ ]  8c | **Evaluate Quality of Initial Applicant Pool** \**The review of applicants cannot start without approval by the hiring guide*.The pool should be evaluated in terms of overall numbers, quality, and diversity of the applicants. The search committee evaluates the efficiency of the recruitment strategy based on the quality of initial pool of applicants.* The unit HR coordinator can download an EEO report from PageUp for the committee to evaluate diversity data (see screenshots in the Teams “Resources” folder).
* Screening should be based on triage criteria and diversity of the pool compared to the overall population of candidates with the appropriate expertise.

The affirmative action advocate submits to the hiring guide an initial assessment of the quality of the pool. The hiring guide must approve the start of the review of applicants by the committee. * If the pool is unsatisfactory, the hiring guide may recommend extending the application period or enacting strategies to increase the applicant pool quality and/or diversity.
 |
|  |  |
| [ ]  9a[ ]  9b | **Review of Applicants with pre-established evaluation criteria/rubrics**The goal is to ensure that affirmative action principles have been applied throughout the evaluation process.The search committee reviews applicants using the established criteria and approved process to determine which candidates will move to the next stages and be interviewed.The affirmative action advocate monitors the search process to ensure that diversity goals continue to be met *after each stage of screening* and contacts the hiring guide if concerns arise. |
|  |  |
| [ ]  10a[ ]  10b[ ]  10c[ ]  10d | **Approval of Final Interview List** The hiring guide and IDI must approve the final interview list *before contacting candidates*.The affirmative action advocate sends to the hiring guide the interview list and alternates as well as an evaluation of the quality and diversity of the candidates in reference to the initial pool.The search committee chair and the unit HR coordinator send the proposed interview list and alternates to the hiring guide for review and approval using the [Academic Final Interview List Approval Form](https://hr.msu.edu/ua/hiring/documents/Academic_Interview_List_Approval_Form.pdf).Once the final interview list has been approved, the hiring guide will sign the form and send it to the NatSci HR coordinator to request Dean’s approval. Upon hiring guide approval of the Academic Final Interview List Approval Form, the unit HR coordinator uploads the form to the PageUp, changes the **application status** to “interview list sent to compliance panel,” and changes the job status to “compliance review.”1***Note:*** Candidates may not be contacted about interviews until IDI provides final approval of the interview list in the Applicant Tracking System/PageUp.***Note:*** In cases where outstanding applicants are identified after the list of candidates to be interviewed has been approved by IDI, the unit HR coordinator completes the “Amendments” section of the Academic Final Interview List Approval Form and repeats 10c and 10d. This request must be approved by IDI before these additional candidates are invited to interview. |
|  |  |
| [ ]  11 | **Final Interviews**Once IDI approval is received (through PageUp), the search chair invites candidates for a **final interview**. * The final interview may be either on-campus or virtual, as long as the same modality is used for all final interview candidates.
* The search committee interviews and evaluates candidates using the approved criteria, questions, and process.

***Note: all assessments of applicants must be documented for each stage of screening and such documents retained by the unit for > 3 years.*** |
|  |  |
| [ ]  12 | **Final Recommendations** The search committee follows unit Bylaws in making **hiring recommendations** to the unit administrator. In the case of tenure system hires, the unit administrator then makes hiring recommendations to the dean.2 |
|  |  |
| [ ]  13 | **Offer Letters** * Tenure System hires: If approved, unit sends completed [Required Components of Offer Letters Form](https://natsci.msu.edu/sites/_natsci/assets/File/Faculty%20%26%20Staff/Required%20Components%20of%20NatSci%20Offer%20Letters.docx) to the dean, and the offer letter is sent from the dean.
* Fixed Term Faculty and Specialist hires: the unit sends the offer letter to the candidate.
 |
|  |  |
| [ ]  14a[ ]  14b[ ]  14c | **Final Steps** When the offer is accepted, the unit HR coordinator completes the “Recommend Applicant for Hire” procedure in PageUp ([Applicant Tracking System’s Training Staffing Coordinator Guide](https://www.hr.msu.edu/ua/pageuphelp/documents/staffing-coordinator-guide-fas.pdf)).The search committee chair sends the [Search Committee Report](https://hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/sample_report.html)that accompanies the appointment form in EBS to the hiring guide. The template can be customized as needed. The unit administrator informs the search committee and hiring guide who was hired to fill the position. |
|  |  |

**Hiring with Tenure, with Continuing Status, or in Ranked Fixed-Term Positions**

*With Tenure*

Hiring recommendations which involve the award of tenure must be reviewed successively by the dean, the provost, and the president, who makes the final recommendation to the Board of Trustees (BOT) for action. Therefore, the dossier must include:

* an **independent review by the unit administrator** and
* a minimum of 4 **external letters of reference** following the same [principles and procedures](https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/external_ref-letters.html) used for internal faculty applicants.

*With* *Continuing Status*

It is possible to count previous service within or outside of the University toward the Academic Specialist Appointment System probationary periods. The major criteria for awarding credit for previous service are the level of performance and similarity of duties in the previous and new positions. Requests for recognition of prior employment service as applicable to Academic Specialist Appointment System service requires a written recommendation by the unit administrator, written concurrence of the dean/separately reporting director, and the written approval of the Provost.

*Ranked Fixed-term*

Similar to TS positions, it is possible to hire a fixed-term faculty member at the level of associate or full professor. The process is aligned with the typical promotion processes. Therefore, the dossier must include:

* an **independent review by the unit administrator** and
* a minimum of 4 **letters of reference,** with at least two being from outside MSU, and following the same [principles and procedures](https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/external_ref-letters.html) used for internal, fixed-term faculty applicants.