**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.

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| **Position type** | **Hiring Guide** |
| Tenure system faculty | Cheryl Sisk (sisk@msu.edu) |
| Fixed term faculty | Cori Fata-Hartley (fatahart@msu.edu) |
| Fixed term instructors | Cori Fata-Hartley |
| Academic Specialist-Teaching | Cori Fata-Hartley |
| Academic Specialist-Curriculum Development | Cori Fata-Hartley |
| Academic Specialist-Advisor | Heidi Purdy (purdyh@msu.edu) |
| Academic Specialist-Outreach | Heidi Purdy |

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| **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 |
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| [ ]  1 | The unit administrator submits the [NatSci Faculty and Academic Staff Position Approval Form](https://natsci.msu.edu/sites/_natsci/assets/File/Faculty%20%26%20Staff/natsci%20academic%20staff%20position%20approval%20form_june2022%281%29.docx) to the NatSci HR Coordinator, who will notify the unit administrator, search committee chair, and hiring guide once the dean has approved the search. |
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| [ ]  2 | The search committee chair submits the search committee roster to the hiring guide and schedules a 90-minute meeting with the committee and hiring guide to review unconscious bias, best search practices, and NatSci search and approval processes.  |
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|  [ ]  3 | 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.  |
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| [ ]  4 | The search committee develops the following documents and posts them in the Teams channel for review by the hiring guide. * a position description/advertisement (developed in consultation with position supervisor)
* a 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 defer these until final candidate interview list is submitted for approval—see step #9)
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| [ ]  5 | The hiring guide reviews 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. |
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| [ ]  6 | 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.  |
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| [ ]  7 | 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.  |
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| [ ]  8 | 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. Candidates **MUST** submit applications through PageUp. |
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| [ ]  9 | Applications are available in PageUp. * The affirmative action advocate will contact the hiring guide to review the initial applicant pool and determine whether there is sufficient diversity to begin evaluation of applicants. If the number, quality, or diversity of the pool of applicants is not satisfactory, the search committee may extend the application period, and strategies to increase the applicant pool/quality/diversity should be employed.
* The search committee reviews applicants using the established criteria and approved process to determine which candidates will be interviewed.
* The affirmative action advocate will contact the hiring guide to review the list of applicants that will move forward after each stage of screening to review diversity of candidates as the applicant pool is narrowed.
* The search committee chair and the unit HR coordinator send the proposed interview list ***with complete applications and packets (in one PDF)*** for each of the final candidates 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). ***Interview questions and final interview format process must be submitted for approval at this time if they were not submitted and approved at step #4.***
* The hiring guide will inform the search committee chair and NatSci HR coordinator when the final interview list has been approved.
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| [ ]  10 | Upon hiring guide approval of the [Academic Final Interview List Approval Form](https://www.hr.msu.edu/ua/hiring/documents/Academic_Interview_List_Approval_Form.pdf), 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]](#footnote-2) ***Note: Candidates may not be contacted about interviews until IDI provides final approval of the interview list in the Applicant Tracking System/PageUp.***  |
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| [ ]  11 | 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.*** |
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| [ ]  12 | 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]](#footnote-3)  |
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| [ ]  13 | 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. |
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| [ ]  14 | 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)). |
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| [ ]  15 | The search committee chair sends the [Search Committee Report](https://hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/sample_report.html)[[3]](#footnote-4) that accompanies the appointment form in EBS to the hiring guide.  |
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| [ ]  16 | The unit administrator informs the search committee and hiring guide who was hired to fill the position.  |

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1. 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 steps in step #10. This request must be approved by IDI before these additional candidates are invited to interview. [↑](#footnote-ref-2)
2. Additional information for hiring tenure system faculty with tenure and continuing system specialists with continuing status:

If a tenure system candidate is to be hired with tenure, unit administrator sends the candidate’s application packet, including four letters of reference (signed and on letterhead), to the NatSci Dean’s Executive Assistant, and the packet is reviewed and voted on by the NatSci RPT committee. The dean’s office then sends the packet, RPT committee vote, and a letter of support from the dean to FASA, which will conduct the provost-level review and put the dossier on the agenda for a BOT meeting (granting tenure resides with the BOT).

If the individual's current appointment as an academic specialist at the University is on a fixed term basis (with ending date), on a continuing appointment basis (without end date) in another unit, in another appointment category in the University or in employment outside of the University, and a request is made to recommend appointment of that individual to a position in the Academic Specialist Appointment System, such previous appointment service may be counted 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. [↑](#footnote-ref-3)
3. This is an example template from the MSU Handbook for Faculty Searches. It can be customized for fixed term and academic specialist searches. [↑](#footnote-ref-4)