

# Non-Ladder Faculty Recruitment

**Reasonable Local Search:** *National searches are not required for temporary, non-senate appointments. A reasonable local search usually involves the mailing of an announcement to local institutions. May also include phone calls, ads, or other methods of contacting applicants.*

## **Budget Allocation**

*If need is known, include as part of budget request in spring. Otherwise, request budget allocation in writing on an as-needed basis.*

## **Recruitment Plan (positions that will be 100% for the year)**

*Requires a written plan, including the following:*

- . Memo outlining procedures to be used*
- . Copy of advertisement*

**OR**

- . Copy of announcement for mailing*
- . Cover letter for mailing*
- . Mailing list*

**OR**

- . Plan that meets Department's individual needs.*

## **Recruitment Procedures (positions that will be less than 100%, or less than a full year)**

*Does not require a written recruitment plan. Send a copy of your ad or the details of your search plan (via e-mail) to Scheryl for approval before proceeding.*

**All Searches:** *Deadline must be at least 4 weeks after announcements are mailed or 3 weeks from when first advertisement appears.*

**Handbook, Pages 15-16**

## **Applications & Letters of Reference**

*Acknowledge applications, For positions that will be 100% for the year, send the applicant an Affirmative Action Survey form.*

*If letters are part of packet received, send redaction policy (placement files often are an exception to this procedure).*

*If applicants were asked to submit names of reviewers, solicit letters.*

**Handbook, Pages 15-16**

## **Short List & Interviews**

*When the short-list is formed, contact Affirmative Action for statistical information on applicant pool (for positions that will be 100% for an entire year).*

*Interviews should be similarly structured.*

**Handbook, Pages 15-16**

## **Appointment of Candidate**

*Begin preparing appointment file, using appropriate checklist from your "blue book."*

*Send forward with appropriate number of copies. For positions that will be 100% for the year, send the statistical information from Affirmative Action.*

## **Records Retention**

*Keep all records pertaining to a search for 3 years from the date of hire of the successful candidate.*

**Handbook, Page 14**