

Process	Responsible Party	Document	Description
Review Div/Dept AA Goals & Discuss with EO/AA Office	<ul style="list-style-type: none"> Chair Dean EO/AA 		Department will review the current division/department affirmative action before developing recruitment plan. Must contact Equal Opportunity/Affirmative Action (EO/AA) Office to discuss hiring goals and hiring process.
Appoint Search Committee	<ul style="list-style-type: none"> Chair 		Department chair will appoint a search committee. The search committee must include female and African-American representation.
Submit Completed Recruitment Plan & Draft Advertisement	<ul style="list-style-type: none"> Chair Dean EO/AA Executive VP & Provost Office Search Committee 	<ul style="list-style-type: none"> Faculty Recruitment Plan Draft Advertisement 	Complete <u>Faculty Recruitment Plan</u> . Attach draft advertisement to Recruitment Plan and forward to Executive VP and Provost Office for approval. Executive VP and Provost Office will send to EO/AA Office for approval. All ads must include appropriate EO/AA statement.
Place Ad in Identified Publications on Recruitment Plan	<ul style="list-style-type: none"> Chair Search Committee 	<ul style="list-style-type: none"> Advertisement Copy 	Place approved Ad copy in appropriate publications. Review of materials must be at least 30 days after advertisement.
Acknowledge Receipt of Applicant Materials & Send Applicant ID Post Card	<ul style="list-style-type: none"> Chair Search Committee 	<ul style="list-style-type: none"> Applicant ID Post Card 	As applicant materials arrive, acknowledge receipt of application and send Applicant Identification Post Card to candidates.
Screen Applications, Submit Applicant Pool & Recommended Finalists	<ul style="list-style-type: none"> Chair EO/AA Search Committee 		Screen applications and submit the applicant pool and a recommended list of finalists to EO/AA for approval of applicant pool. Include documentation of all efforts to achieve diverse applicant pool and to create/maintain a diverse population in the department. Include in the package copies of the advertisements listed on the approved recruitment plan along with resumes of all applicants in alphabetical order. The advertisements must match the <u>Recruitment Plan</u> . Exception: TBR approves the pool for upper-level hires (academic deans, academic department chairs and/or division heads, and Directors of the Centers of Emphasis and Excellence), including those officers who, with varying titles, have line responsibility for administration of academic faculty or staff at the academic disciplinary unit level. Submit completed <u>TBR A1 Form</u> to EO/AA. EO/AA will forward <u>A1</u> to the TBR for approval.
Interview Finalists	<ul style="list-style-type: none"> Chair Dean Search Committee 		Once finalist pool is approved by EO/AA Office or TBR schedule interviews. Typically, 2-3 candidates are invited for on-campus interviews. Include Dean in interview process. University policy must be followed in reimbursing candidates travel expenses using the standard "Expense Claim Form".
Recommend Experience, Credit, Rank & Salary	<ul style="list-style-type: none"> Chair Dean Executive VP & Provost Office 	<ul style="list-style-type: none"> Salary Recommendation form 	Submit <u>Salary Recommendation form</u> for each approved finalist to Executive VP and Provost Office for evaluation of experience and recommendation of salary. Allow enough time so that this form is returned to the department prior to the interviews.

<p>Interview Candidates, Check References, & Select Candidate for Recommendation</p>	<ul style="list-style-type: none"> • Chair • Search Committee 		<p>Interview candidates; check references, and select candidate for recommendation. It is important to check references to limit employer liability, verify information, and reduce cost of rehiring and retraining. Checks will produce authenticity of information as it relates to such areas as work history, credential problems and criminal backgrounds.</p> <p>Timely and appropriate checks shall be conducted in conjunction with each employment offer. As an option, the institution may choose to participate in a system wide contract with a third party vendor who conducts background screening and checks. If this avenue is selected, the institution shall develop procedures, which will include the specific types of checks and specific positions included. The procedures will be forwarded to the central office for review and approval prior to implementation of the program.</p> <p>When using the third party vendor, the campus shall notify the applicant that a background check will be conducted prior to the action by the third party vendor.</p>
<p>Negotiate Terms of Recommended Appointment</p>	<ul style="list-style-type: none"> • Chair • Dean • Executive VP & Provost Office 		<p>Discuss with candidate that an offer of employment can only be made by the University. However, the department may indicate that it is “recommending the appointment”, subject to all approvals, and determine if the terms of the appointment (appointment date, salary, moving expenses, credit toward tenure, etc.) are acceptable to the candidate.</p> <p>Exception: For appointments where the Salary will exceed \$75,000, submit completed <u>TBR A2 Form</u> to Executive VP and Provost Office. For upper-level academic administrative hires, submit completed <u>TBR A2 and A3 Forms</u>.</p>
<p>Forward all Recommendations Required for University Approval</p>	<ul style="list-style-type: none"> • Chair • Dean • EO/AA • Executive VP & Provost Office 	<p>Obtain university and TBR (if required) level approvals before making an offer of employment to the selected candidate by submitting the following appointment recommendation materials to the Executive VP and Provost Office.</p> <ol style="list-style-type: none"> 1. Original approved <u>Faculty Recruitment Plan</u>. 2. Copy of approved <u>Certification of Search Pool</u> (memo with EO/AA approval or TBR form A-1 approval as applicable) 3. Copy <u>Approval for Appointment Recommendation - TBR form A-2</u> and Letter of approval from TBR (for upper level/over \$50K hires). Include <u>TBR A-3 form</u> for academic administrative hires. 4. <u>Approved Salary Recommendation Form</u> 5. Completed Applicant Consideration Form 6. Candidate’s letter of application and curriculum vita 7. Letters(s) finalizing negotiations with candidate. 8. Original official transcripts for all college work sent directly to MTSU 9. Three letters of recommendation addressed to Search Chair (No older than one year - - no general placement-dossier recommendations) 10. Completed <u>EEO Form #1</u> - - Code 2 - Faculty 11. Completed Personnel Appointment Form 12. <u>Academic Preparation Certification Form</u> 	
<p>Execute Contract for Employment</p>	<ul style="list-style-type: none"> • Executive VP & Provost Office 		<p>The Executive VP & Provost Office will secure EO/AA approval prior to the preparation of contract for employment. The contract represents the official offer of employment by the University. The Executive VP & Provost Office notifies department and college via e-mail that the contract has been mailed to candidate. Copies of fully executed contract, once returned by candidate, are mailed to department and college office files.</p>

Notify all Unsuccessful Candidates of Search Status	<ul style="list-style-type: none"> • Chair 		<p>Notify all unsuccessful candidates of status of search. This step may be completed earlier to provide a timely response where a lengthy search is anticipated. Caution is advised in releasing a potential candidate who may fall below the first cut and be qualified for additional consideration.</p>
Retain Application Materials	<ul style="list-style-type: none"> • Chair 		<p>Maintain applications/materials submitted in response to an advertised position two years after the date of the last action on the position.</p>