Academic, Faculty and Student Ombudsperson and ADA Compliance Office
Faculty Recruitment Procedures
CHECK-OFF SHEET

Any deviation from the process to be followed according to the Faculty Recruitment Procedures must have PRIOR approval from the Academic, Faculty and Student Ombudsperson and ADA Compliance Office

☐ Notification of Faculty Vacancy (Attachment 1)
☐ All information is complete and correctly filled out on the Attachment 1.
☐ An Attachment 1 has been completed for each position to be filled.
☐ Attachment 1 has been signed by the appropriate hiring authority.
☐ Original Attachment 1 completed and signed has been forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office.
☐ Any changes during the recruitment process that affect the Attachment 1 has been noted and a revised Attachment 1 (completed and signed original) has been forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office with the original Attachment 1 date and the revised date noted.
☐ All positions must be posted for 30 days before an offer can be made.

☐ Recruitment Sources (Advertisements)/Advertisement Guidelines (Attachment 2)
☐ All forms of advertisements include the EO/AA tag line as stated within Attachment 2.
☐ The Academic, Faculty and Student Ombudsperson and ADA Compliance Office will share the costs of advertisements dependent on available funds at the time of the request.
☐ As a rule, the Academic, Faculty and Student Ombudsperson and ADA Compliance Office only pays for basic line ads (i.e. pay by word ads). (No bolding, art work, HSC seal, borders, ads based on page size, and/or display ads.) Types of ads for chairs and above may vary dependent on circumstances and approval from the Academic, Faculty and Student Ombudsperson and ADA Compliance Office.
☐ The estimated cost and the name of the journal the Academic, Faculty and Student Ombudsperson and ADA Compliance Office is being requested to pay have been forwarded with the advertisement for approval.
☐ All advertisements, letters, flyers, etc. have been forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office for approval before distribution.
☐ Any changes made to an advertisement or cost of an advertisement must be resubmitted to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office for re-approval.
☐ The invoice and tear sheet sent to the department has been dated upon receipt.
☐ A Local/State Purchase Voucher has been completed except for the account number, department name, and signature.
☐ Forward Local/State Purchase Voucher, Invoice, and tear sheet to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office for processing.
☐ Forward copies of the tear sheets for all ads placed and copies printed from the internet site of web page ads to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office.

☐ Applicant Log (Attachment 3)
☐ All applicants' names, credentials, and home addresses must be forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office on an Applicant Log at the time the department receives the applicant's CV.
☐ The Applicant Log is to be forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office on a weekly basis unless there are no new applicants.
☐ CV's can be forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office with the Applicant Log or at the end of the process with the Faculty Appointment Packet. This is left to the department's preference.

☐ Sanction Check
☐ Submitted Sanction Check form to Human Resources with the correct information before an offer is made. (This is very important any misspelling or information omitted, such as Jr., will void the sanction check clearance and it must be resubmitted for clearance before an offer is made.) (Note: The check ran for prior approval is not the same and does not apply to this requirement.)

☐ Criminal Background Checks for Security Sensitive Positions
☐ Refer to Criminal Background Checks for Security Sensitive Positions (Handbook of Operating Procedures, Chapter 4, Section 4.4, Policy 4.4.1) Procedures Page 3, number 4.

☐ Faculty Recruitment Report (Attachment 4 -- Includes the Record of Qualified Applicants and the Statement of Factors Leading to Rejection for each Qualified Applicant)
☐ All information reconciles with the information provided on the Notification of Faculty Vacancy (Attachment 1).
☐ The Academic, Faculty and Student Ombudsperson and ADA Compliance Office file number is typed on the top right hand corner of the form or provided in some manner.
☐ A copy of the approved waiver is attached, if applicable
☐ All information is provided pertaining only to the position being filled. (This is especially important if filling more than one position from an applicant pool.)
☐ Dates should be complete including day and year.
☐ All qualified applicants are listed on Record of Qualified Applicants whether or not they are interviewed.
☐ A specific reason for rejection for each qualified applicant listed on the Record of Qualified Applicants is provided.
☐ **No White Out is allowed to be used on any of the forms submitted to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office**
☐ **All forms submitted to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office must be Typed**