

Leadership and Educational Studies Search Process

1. Purpose:

The purposes of the employment processes are to:

- ∞ Provide for timely and meaningful faculty participation in the selection of tenure-track faculty and full-time adjunct faculty.
- ∞ Select faculty members capable of creative and effective teaching, scholarship, and service to the department, college, and university.
- ∞ Provide for compliance with University employment requirements and values related to the selection of women and minorities.

2. Position Announcement

When a faculty line is allocated to a program, the program area faculty review program area teaching, research, and service needs and recommend required and preferred qualifications for the position. The department chair coordinates the development of a position announcement for area faculty review and the approval of the DPC, Dean's Office, and Academic Affairs.

3. Search Committee Composition

The Department Chair solicits volunteers and nominations for appointment to the committee. The search committee is comprised of program area and department faculty members. In most cases the program area faculty will represent the majority of the committee and the committee size will typically be 5 to 7 people. At least one search committee member from the program area or department should be a DPC member to ensure applicants' qualifications to meet graduate faculty status requirements. The department chair serves as the ex-officio search committee chair and appoints the

committee. Program area faculty members may elect to have a faculty member from another department within the RCOE or University included on the search committee. Only one search committee is necessary to oversee the search process for multiple positions within a program area.

4. Search Committee Role

The search committee:

- ∞ Meets with the ASU Compliance Office representative, the EOA, for a briefing on the current ASU interview and search process requirements.
- ∞ Screens completed applications using the required and preferred selection criteria.
- ∞ Selects a short list of applicants for reference checks.
- ∞ Prepares questions for use in interviews.
- ∞ Selects at least two candidates for campus visits and interviews.
- ∞ Assists in orienting candidates to the program, department, college, and university.
- ∞ Conducts formal interviews with the candidates.
- ∞ Following interviews, the search committee develops a formal selection and graduate faculty status recommendation for the department chair.

See search committee procedures for other process details.

5. Role of the Department Chair

The department chair serves as the ex-officio non-voting search committee chair and works with the search committee by:

- ∞ Convening meetings.
- ∞ Providing staff support on paper work, search process requirements, reference check information, travel logistics, schedule arrangements etc.
- ∞ Communicating search committee recommendation(s) and her/his recommendation(s) to the RCOE Dean. In cases when the department chair's recommendation differs from that of the search committee the department chair will discuss the reasons for her/his recommendations with the search committee and forward all recommendations to the RCOE Dean.

6. Role of the RCOE Dean

The Dean:

- ∞ Works with the department chair to establish a salary and rank recommendation to Academic Affairs.
- ∞ Seeks approval of the proposed offer from Academic Affairs.
- ∞ Informs the department chair when approval is obtained from Academic Affairs so the chair can present an informal offer to the candidate.

7. Search Committee Procedures

The following procedures and guidelines describe recommended search practices:

- 1) Confidentiality must be followed in all search committee work and discussion. The search committee is expected to be sincere and conscientious about not having any item of information "leak out" from the committee, either during the time period of the committee's deliberations or after the committee has completed its work. All meetings are in executive session and involve privileged confidential information.

- 2) The department chair is responsible for charging the search committee in cooperation with the Equal Opportunity Associate (EOA) and the Office of Compliance (OC).
- 3) A representative from the Office of Compliance (OC) serves as a non-voting, “ex-officio” member of all department chair search committees and attends all meetings of department chair search committees. The OC representative attends faculty search committee meetings when invited by the department chair for a specific purpose. The OC representative and the department chair provide timely input to the search committee regarding the appropriateness of the applicant pool based on current availability of data at the time of the initial review of completed applications.
- 4) Prior to the development of a written job description and completion of the EPA Job Description Form and Recruitment Plan (Part 1 of 2) the department chair will request program area faculty to submit in writing (paper or electronic) preferred and required qualifications for the vacant position. The department chair provides a summary of the written suggestions and shares them with the committee. Further, any interested faculty members should feel free to visit with the search committee in person to voice any observations or suggestions.
- 5) The department chair is the official spokesperson for the committee. Any questions or comments from interested faculty or others should be directed to the department chair.
- 6) Generally official transcripts stamped by an institution’s registrar should only be requested later in the search process (official transcripts must be on file prior to employment).

- 7) A short list of references (3-5) including mailing addresses, telephone numbers, and email addresses will be requested from applicants on the short list.
- 8) The position announcement must conform to the current ASU format and wording requirements.
- 9) Each position opening announcement must include a date for initial review of completed applications and a statement that completed applications will continue to be accepted until the position is filled.
- 10) Following approval of the EPA Job Description Form and Recruitment Plan, the department chair makes arrangements to advertise the position opening using the ASU required media sources. All internal and external advertisements must be announced for a minimum of thirty calendar days.
- 11) If any member of the search committee decides to apply for the position opening, this person must immediately withdraw from the committee in order to be considered for the position.
- 12) When an application is complete, the department chair should send the applicant a thank you letter and request the applicant to complete a copy of the Affirmative Action Data Request Form (AADRf) and request that it be returned directly to the Office of Compliance Programs. Response to this request is voluntary on the part of the applicant.
- 13) Search committee members may begin review of the completed applications prior to the “initial review” date for the receipt of completed applications. Individual committee members should not discuss any application with any other committee member until the committee meets in executive session to consider all the completed

applications immediately after the “initial review” date. Only completed applications received by the initial review date should be considered by the search committee.

Completed applications will continue to be accepted and reviewed after this date until the position is filled. Electronic access to applications will be granted to other faculty who agree to the confidentiality requirements of the search process.

- 14) The search committee should consider each internal applicant exactly as each external applicant is treated. If the search committee decides to interview an internal applicant that interview is generally scheduled after the external candidates have been interviewed. It is not required that internal applicants be interviewed.
- 15) The department chair should inform, in a timely manner, those applicants whom the committee has “cut” (both complete and incomplete applications) from the pool. The department chair should communicate with applicants to inform them of the receipt of the completed application. It is the applicant’s responsibility to submit all required materials in a timely manner.
- 16) When the field of viable candidates has been narrowed to the top three to five the department chair should contact each candidate on the short list to determine if the candidate is still interested in the position opening and inform the candidate that both the indicated references and other professional references, including the candidate’s immediate supervisor, must be contacted. The immediate supervisor of the candidate should be contacted before a decision is made to place the applicant’s name on the “short list.” The applicant must provide written or electronic approval before references are contacted.

- 17) The search committee is required to prepare a list of basic, open-ended form questions which should be asked of each interviewee. Follow-up questions from any committee member may be asked. It is recommended that the formal interview with the search committee be conducted as the last agenda item during the candidate's visit. The interview process should be designed to help the applicant understand the position requirements, working environment and vision for the program and department. The process is also intended to help faculty and the search committee learn about the applicant's strengths and potential.
- 18) The campus interview should be structured to provide applicants the opportunity to meet others in the department, college and university personnel.
- 19) Following each interview the search committee should hold a ten-to-fifteen-minute "debriefing session" about each candidate.
- 20) Prior to the on-campus interview, the chair should send to each interviewee (external and internal) the following: A packet of informational materials describing the program, department, college and/or the university; information on any lectures and/or presentations required as a part of the interview process; and a schedule of meetings, activities, etc.
- 21) When the search committee has concluded its deliberations and is ready to recommend two or more persons, the department chair completes a separate EPA Compliance Report (Part 2 of 2) for each person recommended, along with supporting documentation, and sends the report to the RCOE Dean. It is university policy that at least two persons be recommended for each position opening. The recommendations of the committee may be listed in priority order, but the priority

order is not binding. If the department chair does not agree with the search committee's recommendations her/his recommendations and the search committee's recommendations are forwarded to the RCOE Dean.

- 22) When the Dean and Provost's Offices approve the offer the department chair is informed that a verbal offer may be made. Upon verbal acceptance of the offer the Provost's Office issues the written contract and receives the signed contract.
- 23) When an offer has been accepted, the department chair shall inform all committee members that the offer has been accepted by the applicable applicant.
- 24) All records generated by the search committee – applications (complete and incomplete), ballots, and notes by the department chair and members – become the custodial property of the Office of Archives and Records, which retains the records for four years and then destroys them. At the last meeting of the search committee all members should forward all written and printed materials and documents to the department chair.