



THE UNIVERSITY OF
SCRANTON

Recruitment, Selection and Record Keeping
Requirements for
Faculty Search Committees
and Departments

THE UNIVERSITY OF SCRANTON
Rev. October 2008

***RECRUITMENT, SELECTION AND RECORD KEEPING
REQUIREMENTS FOR FACULTY SEARCH COMMITTEES***

Part I: Full-Time Faculty Recruitment, Selection and Record Keeping

The hiring process begins with the department chairpersons who submit requests for new and replacement faculty support of their immediate needs of the year prior to the budget year in which the position is filled. For example, the request for a position is often made by August of the previous year when the recruitment process begins. If for some extraordinary reason the request cannot be prepared by the recruitment process, the department chairperson should advise the Dean by August 15th in the previous year. The Process and Design of the position request during the recruitment process. A hiring committee is appointed to the position and the chairperson is responsible for the position. The chairperson should be selected and the recruitment process should be completed by the end of October. In the event of a denial of the position, the chairperson should refer to the FMC budget process. These decisions are usually made by the end of October. In the event of a denial of the position, the chairperson should refer to the FMC budget process. These decisions are usually made by the end of October. In the event of a denial of the position, the chairperson should refer to the FMC budget process. These decisions are usually made by the end of October.

Each department consists of the Process and Design of the position request during the recruitment process. A hiring committee is appointed to the position and the chairperson is responsible for the position. The chairperson should be selected and the recruitment process should be completed by the end of October. In the event of a denial of the position, the chairperson should refer to the FMC budget process. These decisions are usually made by the end of October. In the event of a denial of the position, the chairperson should refer to the FMC budget process. These decisions are usually made by the end of October.

Request

- Dep r en req es s ne or rep ce en f c y pos on n dge req es s pr of he nn repor process
- The req es s de n he nn repor s ed n he dge ye r pr or o he dge ye r n h ch he h re occ r eg req es n ne for pos on o e f ed n A g s ;
- A req es s sho d es ed o he De n no er h n A g s s
- The De n re e s pos on req es s h Pro es
- The Pro es nd c es ppro v for he dep r en of he pos on

- Once the Proposed and current descriptions of the dependent position have been developed, the Department will compare the proposed and current descriptions of the dependent position.

- The Department will develop a detailed description of the position including the necessary qualifications, knowledge, skills, and abilities.

- The Department will determine if the proposed position description and draft description are consistent with the current Proposed Position Description for the Office of Equity and Diversity. The Department will determine if the proposed description for compliance with EEO AA requirements.

A n c o t o n o t o n c t o n n o
t n o t n

- The proposed description of the position and references to the position of the position will be reviewed and approved by the Department. The Department will determine if the proposed description is consistent with the current Proposed Position Description for the Office of Equity and Diversity.



- E cep nder ~~ery~~ ed c rc s nces nd h pprop e pprop s descr ed e o e ch ~~ncy~~ ef ed fer f se rch s descr ed e o
- A se rch y e ~~ed~~ ec se nforeseen c rc s nces prec de f se rch E ergency ppo n en s for per od no o e ceed one ye r n e ergency c rc s nces s ch s de h res gn on req es for e ~~er~~ ~~ncy~~ cre ed y f ed se rch c of q f ed o see ers or q f ed o see ers re no ~~er~~ e o ee sched ed needs ~~er~~ r y npred c ed ncre ses n enro en y c se dep r en o ppo n ~~ed~~ on f e f c y he s r of he se es er

c t on o q on c t nc n t t n c t on n
c t on
L t o B c c t on n y t
n c t on o t o t c o t t

- After consultation with the Office of Equity and Diversity and the Human Resources Department, the Research Committee estimates that recruitment in this area should need no additional
 - Address envelopes, checked copy and photocopies
 - Missings of professional societies and community based organizations
 - Check peer reviewed organizations
 - Mandatory signing with the local Pennsylvania Office of Employment Security
 - Internship positions, checked copy and list of sites posted
 - Telephone contacts, check list of professional person and organizations contacted
 - Other outreach activities, fully describe expanded outreach activities, professional conferences etc
 - Electronic records, e.g. Monitor any new research identified and address how generated in opportunities

- A d~~er~~ se en s s e r~~e~~ ed nd p~~ro~~ed y he P~~ro~~s nd he Off ce of Eq y nd D~~er~~s y
- **Every** f c y pos on s e s ed h he oc off ce of he Pennsy~~n~~ Off ce of E p oy en e c r y
- The P~~ro~~s s Off ce nd De ns co or e o cre e co ned d~~er~~ se en s ng f c y pos ons h e p ced n he *on c o c t on A* proposed d~~er~~ se en e for rded o he Off ce of Eq y nd D~~er~~s y for re~~e~~ re~~s~~ on nd p~~ro~~
- No s ng e pos on d~~er~~ se en e p ced n he *on c o c t on* ho per ss on fro he P~~ro~~s nd he De n s off ce if s ch req es s p~~ro~~ed he De n nd e rch Co ee dr f n d~~er~~ se en h s e p~~ro~~ed y he

Processing and Screening

- Upon receipt of the press releases the Chair of the search committee ensures that the search committee is provided an opportunity to discuss or her race ethnicity and gender. This opportunity is also provided on your ongoing approved EEO survey. Copies of these forms are provided to the search committee by the Office of Equal Opportunity and Diversity. The department secretary is responsible for the requests on the letter and to be noted on each for each candidate to see if

The EEO survey is forwarded directly to the Office of Equal Opportunity and Diversity where the information is entered into the *Banner Accession Module*. The conclusions of the selection process are then forwarded to you in a report of the search committee's considerations of the search committee or Department. The EEO data is collected solely for the purpose of reporting to the Office of Federal Contract Compliance Programs.

Annex

- The department secretary is responsible for persons who press releases in the *Banner Accession Module* whose press releases are received. Copies are sent to you for information on the Banner module release on the candidate's record through the Programs Office.
- As the Chair is responsible for the Chair of the search committee to determine which of the observers see the requesters for the position and his or her considered applicants.

To ensure applicant confidentiality and cover letter privacy the press releases in the *Banner Accession Module* copy should be removed for privacy reasons. The search committee should not disseminate or copy any references and confidentiality of the candidates and conditions of the position. The search committee should not discuss any information beyond the approved search process.

Since the credentials of candidates should be copied to the search committee or those who have pressed information of the or recruitment is strongly recommended that the search committee should not disseminate the names of search persons to the Department's codes have been provided and should not discuss any information.

- The ops pp c n s sho d e sen n he c y n oo he
 F c y Con r c nfor on o he dep r en he Co ege nd n ers y he
 n ers y s M ss on e en enef nfor on nd nfor on o he cr n on
 nd Nor he s ern Pennsy n e pf e s es o pro de h s nfor on re

[h p scr n on ed](#) he n ers y of cr n on s to ep ge

[h p r scr n on ed o nf sh](#) F c s o he n ers y nc d ng

- Planning for reimbursement and the following on completion should be planned. The budget considerations and the performance should be reviewed. The possible options should be provided to the person specifically on the budget. The following should be the procedures for charging the expenses. All expenses charged to the Department should be reviewed by the Process Office prior to the budgeted for the search.

Guidelines for Search Events	
Expense	Procedure
Transportation	The candidate or his/her organization should be responsible for producing the receipts for the candidate's travel. The candidate should be responsible for the expenses incurred by the Department. The department will be responsible for the candidate's necessary expenses.

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opportunities for each process. Each process is afforded the
same or comparable opportunities during the entire process.

- The role of the engineering process is the process of the process office staff.

- The Chair of the Research Committee should keep participants informed during the process and ensure that they are not fed anything when he positions himself or if he sees that his presence is not needed. For the reasons of the messages of the research are not needed in his document.

-

Federal record keeping regulations require retention of any record for a period of 10 years from the date of the record or 10 years from the date of the selection decision, whichever is later. This policy has been extended to a period of **three years from the date of the selection decision.**

Provisions of records are retained for original copy records unless the original document is destroyed and soft records such as electronic documents are created. The number of copies of records is determined by the provisions of records.

The objective of record keeping is to provide a basis for compliance purposes and to ensure that only original records are used for and only selected records are reported as required. The purpose of this section or the employer's selection process is therefore the focus of the analysis is not the individual's participation or selection of the employer's selection decision. The opportunity

Therefore records are maintained such that they can be retrieved and preserved in accordance with the retention schedule. Requirements on the date of selection. During the course of the recruitment and selection process, the records created and maintained by the various organizations and by the various personnel at the end of the selection process records should do the selection process including the participation of the individual's selection and other persons provided by the participation of the selected and ordered together in connection.

The number of copies decided by the center of the efficiency positions in the Personnel Office. Therefore the conclusion of search when the position is established and the participation of the contracted records which have been made in the custody of the Search Committee and the Department are coordinated by the department's representatives who have the responsibility to prepare the number of copies in the Personnel Office.

The following records are retained and deleted by the Personnel Office as soon as possible after the selection decision is made and the participation of the individual.

Records are retained

