



Academic Recruitment Guideline s2016 -17

A Guide to the Electronic Authorization and Recruitment Processes for Faculty and Professional Staff Positions at IU Northwest

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**Ψ INDIANA UNIVERSITY
NORTHWEST**

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Documents Located in Academic Position Search Link of One.IU.edu or OAA-EP Website		
One.IU.edu	Vacancy Notice eDoc	
One.IU.edu	Waiver Request eDoc	
One.IU.edu	Interview Request eDoc	
One.IU.edu	Offer Request eDoc	

One.IU.edu	Search Status eDoc
One.IU.edu	PeopleAdmin
OAA/EP website	Recruitment Plan (OAA-EP Required Form)
OAA/EP website	Applicant List (OAA-EP Required Form)

What is Electronic Recruitment Authorization?

Electronic recruitment authorization is an efficient routing mechanism for processing authorization documents via a work-flow designed system, similar to EPIC or Quali-Coeus financial systems.

How the Process Works

Recruitment authorization e-docs are accessed and stored electronically within the Administrative tab of **One.IU.edu [Administrative> Academic Position Search (OAA eDocLite)]**.

Authorization e-docs include:

- Vacancy Notice
- Waiver Request
- Interview Request
- Offer Request
- Search Status

Only approved individuals are authorized to initiate, review, approve, or deny documents. When an e-doc form is completed by an initiator and routed for action, the system routes it to the appropriate School or RC, the Office of Equal Opportunity and Affirmative Action Programs (EOAA Programs), the Office of the Executive Vice Chancellor for Academic Affairs, Executive Director of Finance and Office of Human Resources, as appropriate.

E-docs may be retrieved by document Id number at any time. The appearance and actions are similar – items will appear in your Action List to approve, disapprove, return to previous, or as an FYI. The document Id is important as it will be the number used in searching for a document. Documents may be searched to determine status of routing and approvals.

From the **One.IU.edu [Administrative> Academic Position Search (OAA eDocLite)]** link an initiator, or other individual with approved access, may retrieve documents from the list below:

Status e-docs:

- Vacancy Notice Documents Only
- Waiver Request Documents Only
- Interview Request Documents Only

- Offer Request Documents Only
- Search Status Documents Only

Electronic Routing

To expedite the review process of authorization documents, the university implemented a workflow engine that electronically routes documents for review. All documents follow the same path:

*Initiator > School/RC > EOAA >
Academic Affairs > Executive Director of Finance > Human Resources*

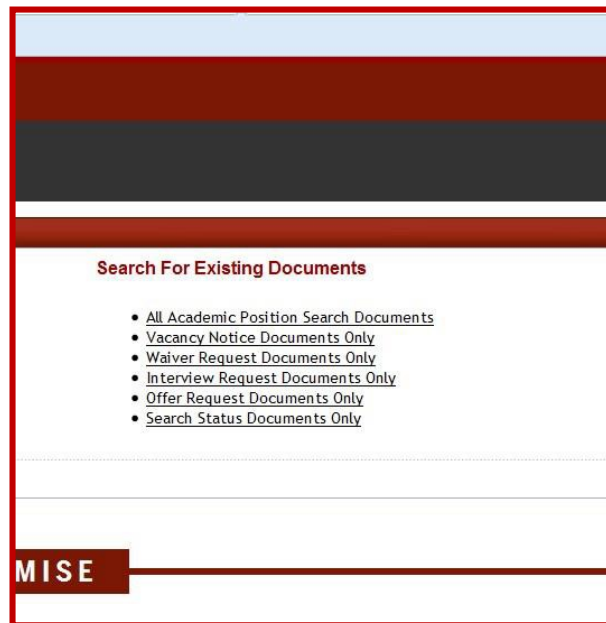
After documents have the “final” approval of Academic Affairs and EOAA Programs, a notice will be sent to the Initiator and School/RC level indicating the completion date.

Accessing e-docs

E-docs can be accessed two ways:

1) One.IU.edu- Administrative Academic Position Search (OAA eDocLite)

Search for Existing Documents column; from there select the appropriate description: All Academic Position Search Documents, Vacancy Notice Documents Only, Waiver Request Documents Only, etc.



2) Document Search –

If you are not sure whether the document is a Vacancy Notice or a Waiver Notice, it is best to search All Academic Position Search Documents. Additional helpful fields will be available to conduct your search -- the EOAA number (assigned by the Office of Equal Opportunity and Affirmative Action Programs), Campus, and School.

This will help narrow the search results and aid in finding the right document. Once you have found the document you want, **clicking on the Document ID** will open the document.

Clicking on the Route Log will enable the viewer to see where the document is in the approval process.

NOTE: Using document search, the document can only be viewed; no changes, deletions, or additions are allowed.

Routing Controls within e-Docs

Route Controls – All of these specialized documents contain the same route control buttons for the Initiator, the person creating the document.

“Route” will move the document to the first route level approver at the School/RC level.

“Save” will save the document to the initiator’s Action List; from there the Initiator can open the document and “Route” or “Cancel” it.

“Cancel” terminates the current document and ends the document creation process.

“Return to Previous” returns the document to the previous route level. The document then can be edited and rerouted.

Approvers – After the first “Route” has occurred, the system moves the document to the first level of approval where button options are *“Approve,” “Disapprove,” or “Return to Previous.”* *Approving a document will route it onto the next approver at that level or onto the next level. Disapproving the document will finalize it as Disapproved and send Acknowledgements to anyone that has approved the document up to that point. “Return to Previous” returns the document to the previous route level. The document then can be edited and rerouted.*

Workgroups – At each approval level, workgroups are used. The workgroup will contain a set of approvers each of whom will receive the document for approval simultaneously. Once one person from the group has approved the document, it will be removed from the Action List of the rest of the group.

Terminology

Term	
AAP	Affirmative Action Plan
Administrator	Dean, Director, Department Chair, etc.
EOAA	Equal Opportunity and Affirmative Action Programs, Office of
EA	Equity Advisor
EDF	Executive Director of Finance
e-doc	Electronic Document
EVCAA	Executive Vice Chancellor Academic Affairs
Hiring/Selection Official	EVCAA or VC
Initiator	Person designated to initiate the e-Doc
PeopleAdmin	Electronic Application Tracking System where applicants submit all materials for consideration.
VC	Vice Chancellor

PeopleAdmin is the electronic applicant* tracking system through which job seekers can apply for open Faculty and Staff positions within IU. There are two PeopleAdmin portals – one for Staff positions (PeopleAdmin Hiring Managers) and one for Faculty positions (PeopleAdmin Faculty Applicant Tracking System). Both portals are located within One.IU.edu.



An **Applicant** is a job seeker who has applied for a specific position at IU Northwest, meets the basic qualifications for the position, is considered by the university for the position, and does not voluntarily remove themselves from the position.

The Director of Faculty Appointments and Advancement in the Office of Academic Affairs provides managerial oversight of PeopleAdmin Faculty Applicant Tracking System. The Director of Human Resources provides managerial oversight of the staff PeopleAdmin Hiring Managers system.

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Search and Screen Committee Initial Set-up

Administrator:

Receive authorization from the Chancellor and Executive Vice Chancellor Academic Affairs of available positions.

Administrator / Initiator:

Consult with EOAA and EVCAA on Search & Screen committee make-up to ensure ethnic and gender diversity. Send an email with proposed committee list for review and approval and to request an Equity Advisor.

Committee members should represent a gender and racial balance to the extent possible. At least one member should be from outside the hiring department. Committee should consist of a minimum of three to a maximum of seven members.

Administrator:

Prepare the Charge to the Committee

Committee Chair/Department Input:

Create, Revise, or Utilize the existing **Position Description** and **Essential Position Functions Worksheet** for each position as appropriate.

Committee/Department Input:

Develop advertisement based on the job description*, and email to EVCAA and EOAA for review and approval prior to submission with the Vacancy Notice.

Complete Recruitment Plan* and submit to Director EOAA prior to submission with the Vacancy Notice edoc.

***committee members input necessary**

Initiator:

Access the **Academic Position Search OAA eDocLite** from the link within **One.IU.edu** and complete the **Vacancy Notice** e-Doc (Position Authorization) with required information and attachment(s).



If the designated initiator does not have access to the search portal within One.IU.edu, please contact OAA-EP to request access. Include username, R/C, and hiring Department.

NOTE: Print the Vacancy Notice for a record of the EOAA #

To access the Academic Position Search screen:

1. Open **One.IU.edu**
2. Select **Administrative** from the drop down box of categories
3. Click on the **Academic Position Search** link (as shown above)
4. Select **Create A New Document**



There you will find the necessary links needed to create the different types of eDocs as well as links to useful forms and recruitment specific search options.



Academic Position Search portal to create a new document, download a form, or search for existing documents:

If the position is an unanticipated **Emergency** hire, 1) contact the Director of AFAC and provide justification and 2) complete the **Waiver Request e-Doc**.

Schedule and conduct the first committee meeting **as soon as possible** upon approval of committee composition and advertisement.

- ☐ **Invite the Administrator and EOAA Director** (or designee i.e., equity advisor) to the first committee meeting.
- ☐ **Review the Committee charge** and seek clarification, as appropriate.
- ☐ **Discuss** the recruitment **process** and requirements, ensuring that equal employment opportunity principles and practices are understood and followed.
- ☐ **Assign** responsibility for meeting notetaking.
- ☐ **Analyze AAP data** and ensure affirmative action initiatives are included in the Recruitment Plan.
- ☐ **Create specific advertisement copy** for various publications/journals, etc., from approved language in the job description.*
- ☐ **Create Vacancy Notice (Recruitment Plan** must be attached) e-doc and submit for approval.
- ☐ **Define** the **process for winnowing the pool** of applicants at **initial** screening, **phone/video** screening, **in-person** interview and **final** recommendation using the Behavior-based interviewing and Evaluation model and other bias mitigation resources.
- ☐ **Create an Initial Screening form** based upon the ad requirements and utilization of **Behavior-based Interviewing tools**.
- ☐ **Establish a process** for managing rumors, confidentiality issues, and requirements/expectations of committee members.
- ☐ **Adhere to the evaluation criteria** as stated in the position description.
- ☐ **Ensure that candidates are evaluated** according to job related criteria and standards **without regard to stereotypes** or presumptions regarding ability or disability.

All Academic positions involving classroom teaching must have at least one print, electronic or web-based ad in a national professional journal with national circulation. (See Section 10 - [IU Advertising Policy for Academic Instructional Positions](#) – ACA-77)

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Committee Chair and Search Member Responsibilities for Affirmative Action Plan Initiatives

- ☑ Ensure the applicant files are complete with all requisite documentation and information before review.
- ☑ Utilize the Recruitment Plan to enable members of under-represented groups to learn of and apply for the position.
- ☑ Utilize the Equity Advisor and the EOAA Director for resource assistance.
- ☑ Contact appropriate organizations to ensure outreach to under-represented groups and communication regarding the opening.
- ☐ Identify and contact individuals who may be able to refer members of under-represented groups for the position. Request that they inform their networks of the opportunity and IU Northwest’s commitment to attract diverse applicant pools.
- ☑ Identify and implement strategies for making personal contact with prospective applicants (e.g., professional networks, colleagues, etc.)
- ☑ Document that all Affirmative Action outreach listed in the Recruitment Plan was conducted, with details.

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Review and Screening of Applications

- ☐ The Committee should wait to review applications until the start of the advertised review period and files are complete, and files may be available for review as received when the posted review period is so designated.
- ☐ Committee reviews only complete files and screens the applications by uniformly applying job-related criteria.
- ☐ Maintain all documentation of the review process and results, including the screening instruments and notes.
- ☐ All members of the Committee members should review all complete applications and materials.
- ☐ Narrow the pool of applicants to a list of 4-20, depending upon the total number of applicants for the position.
- ☐ Apply the screening criteria equally to all applicants.
- ☐ After the initial screening, committees may choose to use **telephone and or video/ (Skype) interviews** as a second screening tool.*
- ☐ The committee does not have to complete the Interview Request Form for telephone/video (Skype) interviews

Best Practice! *The committee should be consistent with questions for all applicants and not ask illegal or otherwise inappropriate questions. Maintain all screening instruments/questions.*

***Note:** *It is IU policy that we do NOT tape record any interviews-- phone, video (Skype) or in person.*

The Interview Request Form is NOT required for telephone and or video/Skype interviews.

5 Interviews

The interview is an opportunity to sell IU Northwest by conveying positive and accurate information about the job, the department, the University, its administration and the community. During the candidate's campus visit, the committee should provide an opportunity for faculty, staff and students to meet with candidates one-on-one or in groups, as appropriate. In addition, candidates should have an opportunity to meet with the Chancellor, Vice-Chancellor, Dean, Associate Dean, as well as and other units outside the department, as warranted or requested. The formal interview process may be enhanced by including a campus tour or social events.

- Prior to in-person interviewing, complete **Interview Request e-Doc** in **One.IU.edu**, as **well as** the complete list of applicants (**Applicant List**). For each rejected applicant provide a rationale based on posted qualifications for the position. The EOAA Director may request a second review of protected class applicants' credentials as a part of the University's commitment to Affirmative Action and its efforts to increase diversity in academic ranks.
- Committee obtains prior approval from the Administrator and EVCAA to invite candidates for a campus visit/interview. Then, submit the **Interview Request e-doc** for EOAA approval. Candidates should not be scheduled for on-campus interviews until all approvals are received.


Using the Behavior-based Interviewing model, the committee should develop and consistently ask a set of job-related core questions addressed to every interviewee.

- The Committee may require candidates to present a videotaped seminar or teaching demonstration, to which the department is invited and those in related disciplines outside the department.
- Seek answers to all of the candidate's questions should be answered, even if they raise prohibited subjects, such as availability of childcare facilities or location of a church of a particular denomination.
-

6 Decision Making

The final selection process begins after the last candidate's visit is concluded.

- Committee input is received from those with whom the candidates have met.



Implement the Committee’s previously developed process for determining the final candidates for the position.

- ☑ The Committee presents its search/screen results in accordance with the Administrator/Hiring/Selecting official’s charge (i.e. unranked, alphabetical order of three to five finalists) in an official memorandum that summarizes candidates’ strengths and weaknesses.

The Administrator (department initiating the search) completes the **Offer Request e-Doc** to document a potential offer to the candidate. Include the candidate’s contact information in the “Additional Comments” box on this e-Doc form. **Consultation with the EVCAA** is required at this stage.

The *Offer to Recommend Appointment Form* is completed separately by the appropriate administrator in consultation with the EVCAA. Salary offers should be reviewed to ensure they do not cause pay equity issues.

The Administrator notifies the appropriate officials regarding applicant choice. **Consultation with the EVCAA** is required at this stage.

- Upon approval of the Offer Request e-Doc and notification of Hiring/Selecting Official’s decision, the Administrator may contact the top/chosen candidate for the position.
- ☑ The EVCAA sends the chosen candidate the Offer to Recommend Appointment Form and Letter. Copies are provided to the e-Doc route/approval levels.

Record Retention and Reporting

A complete record of the Search and Screen Committee process, including Committee deliberation notes, must be stored and retained in one location for a period of seven (7) years.

The committee **Chairperson** is responsible for ensuring the retained records include the following:

- Written Charge from the Administrator
- Vacancy Notice e-doc & Recruitment Plan (electronically maintained in the system)
- Copy of the posting and all advertisements used to announce the opening
- Interview Request e-doc & Applicant List (electronically maintained in the system)
- Minutes of all search committee meetings (summarized minutes)
- Documentation of all selection criteria used during the search and interview process including summary evaluations for each candidate. This may be accomplished by retaining ratingsheets, interview evaluations, ranking summaries, or any documents used in the selection and recommendation process – OR, an accurate consolidated summary.
- Interview Request e-doc & Applicant List (electronically maintained in the system)
- Copy of core questions asked during all applicant/ candidate interviews (including phone, Skype, or other similar type interviews)
- Copy of the committee recommendation letter to the Hiring Official.

Once the search has concluded with an official offer and acceptance of employment:

- The committee chairperson submits the EA Member Assignment Evaluation / Faculty Recruitment Program Assessment form and forwards it to EOAA Office.
- Equity Advisor submits the Search and Screen Committee Assignment Report to EOAA Office.
- The committee chairperson forwards the completed search committee file to the administrator or designee to maintain for a minimum of seven years from the selection date.


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Search Status

*The **Search Status** e-Doc is intended to be filled out by the department initiating the search and is used to document the final results of the search.*

- ❑ The EOAA number used is the same as the one for the corresponding Vacancy Notice or Waiver Request
- ❑ In the event that the Offer Status is selected as Declined or No Offer was made, a new list of values is provided to outline what the next steps for this search will be.

Sample Charge Letter

MEMORANDUM

TO: Search Committee for Position of _____
Committee Member Name
Committee Member Name
Committee Member Name

FROM: Administrator (Hiring Official)

SUBJ: Search Committee Charge

DATE: Current Date


Thank you for your willingness to serve on the search committee for the position of _____ at IU Northwest. This is a very important position at IU Northwest and your willingness to serve is deeply appreciated.

At today's organizational meeting of the committee, I asked that, in carrying out your service, you please:

- Develop a process for evaluating applicants and nominees to include rating forms and procedures for evaluating references, utilizing the behavior-based interviewing techniques.
- Carry out your evaluative process with careful attention to our commitments to excellence, diversity, equity and inclusion, even as you endeavor to complete your work as expeditiously as possible.
- Have in mind at all times that the search process is highly confidential, and information should not be shared with anyone outside of committee deliberations.
- Forward to me the names of two to four individuals, unranked, who, based on the credentials presented, reference material and interviews, are your nominees for further, finalist consideration.
- Communicate your expected timeline regarding the activities above to me at your earliest convenience.

We will advertise the position nationally and within Indiana University. The equity advisor assigned to the committee and/or EOAA Programs Director, Aneesah Ali, will provide direction regarding search processes, such as the recruitment plan and placement of advertisements. In evaluating credentials for the position you should use as important criteria:

- Specific job criteria that is related to this position.
- Specific knowledge, skills and abilities that are related to this position.



Thank you, once again, for your service to IU Northwest.

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IU Advertising Policy for Academic Instructional Positions (ACA-77)

The following guidelines are established in accordance with IU Policy and to ensure compliance with the Department of Labor (DOL) in filling academic positions involving classroom teaching.

All searches for faculty positions involving classroom teaching will post an on-line job advertisement in the Higher Ed. Jobs journal that includes at a minimum all of the following information:

- specific position title
- hiring department
- minimum requirements for the position
- minimum degree required
- special skills required
- duties and responsibilities
- teaching/instruction, when appropriate
- tenure or tenure-track, when applicable
- length of appointment, when applicable
- application deadline or screening date
- employer contact information
- EEO/AA University policy statement

Since IUN subscribes to the Chronicle of Higher Education journal we do not incur a cost for faculty position advertisements placed there.

There are no exceptions to this revised policy. The search committee is generally responsible for developing job advertisements. It should be emailed to the appropriate Dean, EVCAA and Director of EOAA Programs for pre-approval prior to submission with the Vacancy Notice. Other advertisements (online or in print) may contain abbreviated duties and responsibilities with a link for more information on the position and its duties and responsibilities.

Please contact the Associate EVCAA or Director of EOAA Programs if you have any questions.

**IU EEO/AA/Title IX Statement for Advertisements
As of April 2016**

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Indiana University's non-discrimination statement is found in policy UA-01 at <http://www.policies.iu.edu>. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. The address for

Indiana University's Title IX Coordinator is: 400 E. 7th Street, Poplars 833, Bloomington, IN 47405. The Annual Security Reports, containing policy statements and crime statistics for Indiana University campuses, are available through Public Safety and the IU Police Department web sites at protect.iu.edu/police-safety/annual-reports/index.html. A paper copy will be provided upon request from Public Safety at iups@iu.edu.

If cost is an issue, you may use the following abbreviated statement:

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status.

Website Links

Link <http://www.iun.edu/affirmative-action/search-and-screen/index.htm> Applicant List (OAA-EP Required Form)

Recruitment Plan (OAA-EP Required Form)