

Faculty Recruitment Process
College of Biological Sciences
The Ohio State University
February 1, 2007

In order to assure successful faculty recruitment, the following process is to be followed:

1) Departmental discussion concerning the need for faculty and developing a search image

Departments should identify their need for new faculty as a result of faculty retirements and resignations, programmatic shifts, enrollment surges, and targets of opportunity. Focused discussion in departments should result in a request to the College that matches College priorities (e.g. interdisciplinary research and teaching, programmatic development). Requests should clearly contribute to the University's Academic Plan, and/or the College/Department strategic plan.

2) College approval to initiate a search

The Department Chair meets with the Dean to discuss their request to search. In that discussion, the Dean and Chair negotiate on anticipated parameters for the search

- Programmatic area and relationship to College priorities
- Possible cross-department appointments
- Anticipated salary
- Anticipated startup funds
- Space concerns, including any needs for renovation
- Search Committee composition and plan for advertising

When the Chair and Dean have reached agreement on the above, the Dean will send the Chair a memo outlining the negotiated parameters and the agreements concerning funding. In general, any resource needed to complete the search that has not been agreed upon becomes the Department's responsibility. Departments bear the full costs for recruiting including advertising, interviewing and relocation expenses.

3) Position description, advertisement, solicitation, and evaluation of applications

Search Committee. The chair of the search committee should be familiar with the "Guide to Effective Searches" document available at <http://hr.osu.edu/hrpubs/guidesearches.pdf>.

All faculty searches should be advertised to reach an international audience. Both print and electronic media are required. In order to meet US Department of Labor requirements for the hiring of foreign nationals, departments must place at least one advertisement in a nationally circulated PRINT journal during the recruitment process for tenure track faculty positions. (Refer to OAA Policies and Procedures Handbook, Faculty Appointments – Appointment of Foreign Nationals, http://oaa.osu.edu/handbook/ii_foreignnatl.html) Additional personal appeals to colleagues for help advertising vacancies are encouraged. Faculty searches must also be advertised through the University Personnel Postings. The following sentences should be placed in every such ad in order to fulfill University and College requirements: **Ohio State is an Equal Opportunity/Affirmative Action Employer. Flexible work options available.**

The Search Committee can tailor its screening and review activities to fit department needs and custom as outlined in the departmental Appointments, Promotion, and Tenure document.

Diversity Representative. This member of the search committee has a special obligation to ensure a broad applicant pool, review procedures that are fair (including attention to unconscious biases such as those documented in *Why so slow?* by Virginia Valian), and application of screening criteria that emphasize the College's missions of research, teaching, and service. Please refer to "Guide to Effective Searches" page 14, Role of the Affirmative Action Advocate.

4) Permission from the Dean to interview

The Diversity Representative must prepare a report for the Dean that includes the following information:

- Advertising process and solicitation of applications
- Description of the applicant pool: number of applications, gender and ethnicity breakdown (as best as possible)
- Description of criteria used to identify the slate of interviewees

The Search Committee should also report, in writing, the names and qualifications of those selected for interview, as well as those to be invited should any on the top list be unavailable.

When the Dean has reviewed both reports, s/he will respond with any unresolved questions. Departments may not contact candidates until the Dean transmits approval, in writing, with permission to interview.

5) The interview process

Departments have full latitude to structure the interviews, so long as they provide opportunities to assess candidates' abilities to teach and conduct research. Each interview should include a meeting of the candidate with the Dean or his/her representative. Search Committees should be aware of and inform colleagues of legal issues (e.g. no inquiries about family status are allowed). Please refer to "Guide to Effective Searches" pages 16-17, Legal Issues and the Search Process.

6) Permission to make an offer

Departments have a responsibility to discuss the professional merits of each candidate with a view to reaching consensus on the top candidate(s) to be made offers. When departments have concluded their discussions, the Department Chair will meet with the Dean to report that consensus and to negotiate final details of a potential offer. Once the Dean is satisfied with the search process and qualifications of the candidate, s/he will give permission to the Chair to make an offer stipulating the resources committed from the College to effect successful recruitment, as well as other conditions the Dean deems relevant. For most searches identification of a partnering department for cross-departmental appointments is expected.

Once permission to make an offer has been granted, the Department Chair should draw up a draft offer letter and submit it for final approval to the Dean. Please refer to model texts for

letters of offer found on the OAA website http://oaa.osu.edu/handbook/ii_lettoffer.html for essential letter components, and a list of required forms and attachments.

In addition, if house hunting trips and/or moving expenses will be negotiated during the hiring process, the letter of offer should specify the payment option and maximum amount. Please refer to HR Relocation expenses Policy 2.30 <http://hr.osu.edu/policy/policy230.pdf>.

For cross-department hires, the College will take the lead in developing a detailed Memorandum of Understanding (MOU) to be approved by the partnering department/ College and the Office of Academic Affairs, as per University policy. Consistent communication between the Chair and Dean concerning additional negotiations with candidates will smooth the final process.

The Department must provide the Dean with a copy of an acceptance letter from the candidate to finalize the search process.

Note: Special regulations apply to candidates who are not US citizens or nationals. The College office stands ready to assist departments as they negotiate with such candidates. Please refer to OAA Policies and Procedures Handbook, Faculty Appointments – Appointment of Foreign Nationals, http://oaa.osu.edu/handbook/ii_foreignnatl.html

For more information:

A Guide to Effective Searches, <http://hr.osu.edu/hrpubs/guidesearches.pdf>

Human Resources Policy 4.10, Recruitment and Selection, <http://hr.osu.edu/policy/policy410.pdf>

Human Resources Policy 2.30, Relocation Expenses, <http://hr.osu.edu/policy/policy230.pdf>

OAA Policies and Procedures Handbook, <http://oaa.osu.edu/handbook/>

OAA Policies and Procedures Handbook, Faculty Appointments - Recruitment of Regular Tenure Track, Clinical Track, and Research Track Faculty, http://oaa.osu.edu/handbook/ii_recruit.html

OAA Policies and Procedures Handbook, Faculty Appointments – Appointment of Foreign Nationals, http://oaa.osu.edu/handbook/ii_foreignnatl.html

OAA Policies and Procedures Handbook, Faculty Appointments – Letters of Offer, http://oaa.osu.edu/handbook/ii_lettoffer.html