

Faculty Search Process Frequently Asked Questions

What changes are being made to the search process for Tenure Track Faculty positions?

All faculty positions will be posted on the online ISU Recruitment System. Faculty applicants will submit their resume/vita and employment application electronically through the site. Search Committees are encouraged to have applicants electronically submit their supplemental application materials through the ISU Recruitment System. However, if preferred, these materials may be submitted directly to the search committee. Search committees will access resumes/vitas and employment applications in the Recruitment System. Search committees will continue to complete the Tenure Track Faculty Search Form; however, the form will no longer be routed to OEOEA for approval, as Human Resources will now be monitoring this information electronically at each stage in the selection process. Going forward, the search form will be submitted electronically to the Dean's Office for signature approval, and after consultation with the TT Faculty Employment Consultant in HR-Academic Employment, all search forms will be retained in the college and do not require submission to OEOEA. Human Resources should receive a copy of the electronic search form for dispositioning purposes.

What changes are being made to the search process for Non-Tenure Track Faculty positions?

All non-tenure track faculty positions will be posted on the online ISU Recruitment System. Applicants will submit their resume/vita and employment application electronically through the site. Departments/units will access resumes/vitas and employment applications in the Recruitment System. Hiring managers should continue to conduct a search and selection process for non-tenure track faculty positions as they have done in the past. However, all documentation of the process will be maintained electronically in the ISU Recruitment System, thus eliminating the need for a paper search form. After the "short list" for the position has been identified, the hiring authority should coordinate with their NTT Faculty Employment Consultant in HR-Academic Employment to disposition the candidates in the ISU Recruitment System. Additionally, after the interview process has been conducted and finalists have been identified, yet before an offer has been extended, the hiring authority should coordinate with their NTT Faculty Employment Consultant to disposition the candidates in the ISU Recruitment System.

When should I open a search?

For TT faculty searches, hiring authorities may conduct an open search after a position has been authorized by the Office of the Provost. For NTT faculty searches, hiring authorities should open a search at the time they become aware of a specific vacancy or, may post a position in advance of a vacancy to create an applicant pool. Applicant pools for all faculty positions will remain effective for a period of one year from the initial posting date. Hiring authorities may hire additional applicants from a closed search during that one-year period.

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What are the steps I should follow in conducting a Tenure Track Faculty search?

1. Hiring units will work HR-Academic Employment for assistance in posting authorized positions on the ISU Recruitment System, with the Illinois Department of Employment Security (IDES), and any other advertising venues, networks, and resources. Hiring units are strongly encouraged to collaborate with their Employment Consultant in HR-Academic Employment to identify possible recruitment and outreach resources that will allow the hiring unit to build a broad and diverse pool of qualified applicants.
2. Review applicant credentials in the online ISU Recruitment System to determine which applicants to interview.
3. Prior to both telephone/Skype and on-campus interviews, the department/unit forwards the TT Faculty Search form to the Dean's office for approval of the applicant pool.
4. Once approvals have been received and the HR Academic Employment Consultant has received the applicant spreadsheet, he or she will disposition the candidates in the ISU Recruitment System, and interviews may begin. The Dean's Office approval and applicant pool dispositioning should occur at each stage of the search process (e.g. phone interviews, personal interviews, reference checks, etc.).
5. After interviews have been completed, yet **before a job offer is made** to the top-ranked candidate, the first and second alternate candidates must be identified and dispositions documented on the TT Faculty Search form for candidates not selected.
6. After approval is granted from the department/unit head and the dean/administrator, the department/unit may proceed in drafting the offer to the top-ranked candidate. The offer letter must be sent to the Provost Office from the Dean prior to sending to the top candidate. The HR Employment Consultant can also be sent the draft to review but this is not mandatory. If the top-ranked candidate declines the offer, the department/unit may extend an offer of employment to any alternate candidate identified on the final approval page.
7. The department/unit forwards the accepted offer letter to the Dean's Office. Additionally, the Department needs to forward a copy of the accepted offer letter to the Employment Consultant. The Employment Consultant will then forward on a copy of the offer letter to the Provost Office.

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What are the steps I should follow in conducting a Non-Tenure Track Faculty search?

1. Hiring units are required to work with HR-Academic Employment for assistance in posting employment vacancies on the ISU Recruitment System, with the Illinois Department of Employment Security (IDES), and any other advertising venues, networks, and resources. Hiring units are strongly encouraged to collaborate with their Employment Consultant in HR-Academic Employment to identify possible recruitment and outreach resources that will allow the hiring unit to build a broad and diverse pool of qualified applicants.
2. Review applicant credentials in the online ISU Recruitment System to determine which applicants to interview. Identify which candidates will be interviewed and coordinate with the Employment Consultant in HR-Academic Employment to disposition the candidates in the ISU Recruitment System.
3. Conduct interviews by phone or on-campus as deemed appropriate by the department/unit.
4. After interviews have been completed yet **before a job offer is made**, coordinate with the Employment Consultant in Human Resources to disposition the candidates not selected and identify the top-ranked candidate, the first and second alternate candidates.
5. After disposition information has been entered in the ISU Recruitment System, the department/unit may proceed in extending the offer to the top-ranked candidate. If the top-ranked candidate declines the offer, the department/unit may extend an offer of employment to any alternate final candidate.

Do I still need to obtain approval from the Dean and OEOA at various stages in the process?

The Dean's Office will continue to review and approve all TT Applicant spreadsheets (applicant list/faculty search form). Since Human Resources is now reviewing search information through the online ISU Recruitment System, search forms are no longer required to be submitted to the OEOA. If there are any problems with the pools or process, the Employment Consultant will notify the hiring authority or search committee. OEOA will review applicant and selection process data as part of the affirmative action planning process. Any concerns that are found will be addressed with the hiring authority.

Can I use one search/applicant pool to fill multiple vacancies?

Yes, an applicant pool can be used for multiple faculty vacancies for a period of one year.

Can I hire a full-time NTT from a pool?

Yes, you may hire an NTT with any FTE from a pool.

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Why is the applicant pool only valid for one year?

State legislation requires applicants to complete questions regarding their status with SURS annually. In addition, having applicants re-apply after one year ensures we have an up-to-date application and supplemental materials.

Is there assistance available to identify sources for recruitment and outreach?

Human Resources will assist departments in placing all advertisements. Human Resources can provide some local recruiting sources. Additionally, departments can contact the OEOA for assistance in identifying diversity recruiting resources.

How do I process individuals who have previously worked in the department as a part-time NTT?

*If the individual was previously hired via a **temporary** search waiver (including individuals who are employed with the University in another capacity, but also teach as a part-time NTT):*

The individual needs to be hired through a search. The vacancy should be posted and the individual should apply online to the posting.

*If the individual was hired via a search or **permanent** search waiver:*

There is no search or waiver paperwork required to rehire someone in to the same position who was hired through an OEOA search or on a permanent search waiver, even when breaks in contract or %FTE changes occur.

How do I process individuals who were hired through a competitive search, but have a break in between contracts?

Once an employee is hired through a competitive search, there is no need to conduct a future search or complete a search form or search waiver to hire the employee again. This is true even if there is a break between the employee's contracts or a change in %FTE.

After I have hired a part-time NTT employee through the search process, is there any paperwork required to rehire that employee in the future?

No, there is no paperwork required to rehire an employee who was hired through a competitive search. This is true even in cases where there are breaks in between contracts.

What happens to the applicant pool at the end of the 1-year period?

At the end of the 1-year period, the pool is invalid and applicants may no longer be hired from the pool. Departments may open a new search and contact applicants who were in the pool to inquire if they wish to submit an updated resume/vita to be included in the new applicant pool.

Are search waivers still available for exceptional circumstances?

Yes, search waivers are still available for exceptional circumstances. The form continues to be posted on the OEOA website and continues to require the appropriate signature approvals.