

## **I. FACULTY HIRING GUIDE OBJECTIVES**

The university's primary mission is assisting students to obtain a quality education and to provide an environment which meets their total needs. Meeting this mission is dependent upon the people who maintain West Chester's physical, educational, and cultural environment. This guide was developed to assist managers and search committee members in the recruitment and selection process at West Chester University. To this end, a set of specific procedures are outlined in this guide to ensure equal employment opportunity for job applicants.

In accordance with these procedures, all recruitment efforts shall require documentation that a "good faith attempt" will be initiated to achieve full utilization of women and minorities at every job classification level. Therefore, it is essential that the recruitment process be understood and executed to effectively increase our work force by utilizing a merit based hiring system. This guide is designed to develop the following competencies:

1. Recruit a well qualified and diverse applicant pool.
2. Screen applicants efficiently and without bias, based on job related criteria.
3. Understand and institute all legal guidelines for interviewing and employment decisions.
4. Develop good interview techniques to acquire the best information from a candidate to help make sound hiring decisions.
5. Conduct a proper and complete reference check.

Moreover, the Office of Social Equity works collaboratively with each department throughout the search process. Although applicants apply directly to each department, the university has implemented specific procedures to ensure equal employment opportunities for all applicants. Utilizing the attached Search Committee Checklist and Faculty Hiring Procedures will help ensure that all steps in the search process have been successfully completed.

**SEARCH COMMITTEE CHECKLIST:** DEPARTMENT: \_\_\_\_\_

**STEP ONE: GETTING STARTED**

Completion of the Pre-Search To Hire Tenure Track Faculty Form includes the items listed below and signature approvals (Chairperson, Dean, Provost and Social Equity).

- \_\_\_ Advertisement
- \_\_\_ Diversity Recruitment Plan
- \_\_\_ Resume Screening Instrument
- \_\_\_ Search Committee Membership

**STEP TWO: RECRUITMENT: MEETING WITH SOCIAL EQUITY**

The Social Equity Director will meet with the Search Committee Chair to review the recruitment process and the availability of women and minorities in the applicable discipline. In addition, the Social Equity Supplement Forms will be reviewed. As each resume is received, a social equity supplement form must be sent to every applicant. The applicant will voluntarily forward the card to the Office of Social Equity where it will be recorded as part of our federally mandated applicant tracking obligation.

**STEP THREE: CERTIFICATION OF APPLICANT POOL**

The following forms must be approved by Social Equity to certify the applicant pool.

- \_\_\_ Interview Questions: Telephone and On-Site
- \_\_\_ Interview Instrument
- \_\_\_ Applicant Qualification Listing (inclusive of rationale for non-selection by name)  
**Dean or designee approval is required.**

**STEP FOUR: SELECTION OF INTERVIEW CANDIDATES: MEETING WITH SOCIAL EQUITY**

The Social Equity Director will meet with the Search Committee Chair to review the committee evaluation process to ensure equal employment opportunities for all applicants. Completion of the applicant listing (qualification matrix) will document the committee's rationale for non-selection of eliminated candidates.

**Dean approval is required on the Applicant Qualification Listing.**

The Social Equity Director will review the applicant listing and recommended candidates selected for interview (telephone and on-site). Interview lists must be approved by the Social Equity Director prior to scheduling interviews with candidates. Further discussions will include diversity of applicant pool, candidates' qualifications, veteran's preference policy, reference checks, and upcoming schedule of campus interviews.

**REFERENCES**

- \_\_\_ Check all references on finalists.
- \_\_\_ Have successful candidate complete the Background Check Release and Authorization Form. Submit form to HR for processing.

**STEP FIVE: FINALIST IDENTIFIED**

After conducting interviews and reference checks, the search committee will make its selection of a finalist. Approval by the Dean and Office of Social Equity is required before the candidate is presented with a job offer.

- \_\_\_ Social Equity Compliance Form (salmon)
- \_\_\_ Rationale for Non-selection of Interviewed Candidates
- \_\_\_ Faculty Appointment Authorization Form (blue)
- \_\_\_ Faculty Appointment Form (yellow)
- \_\_\_ Candidate Curriculum Vitae

**STEP SIX: JOB OFFER**

Academic Departments will forward Statement of Expectations, Application for Faculty Position, Official College Transcripts and W-4 form to the Dean's Office. The department will also forward the entire hiring packet to the Provost and Human Resources (HR) to issue faculty contract. The academic department should contact HR to ensure successful completion of all employee paperwork and to remove any associated advertisement from the website. Once the final candidate has accepted the position or the search is closed without filling the position, rejection letters should be sent to applicants advising them of the status of their application. Remember the search committee chair should arrange for storage of all search files for 3 years from date of appointment.