Academic Faculty Search Process

Pre-Posting:

☐ Need to fill a position? Reach out to the Talent Acquisition Partner (TAP) for Academic Affairs (Kathleen Feighny at kfeighny@mines.edu or Dorie Gelber at dorie.gelber@mines.edu). HR will submit a request to hire via a requisition in Workday.

☐ It is recommended all search chairs review the Academic Affairs Procedures Manual section 4.2 Hiring Process for Teaching and Tenure-Line Faculty.

☐ Draft advertising text for approval by committee, DH, Dean, and HR. HR has approved template.

    ☐ Ensure minimum qualifications include the pass/fail criteria that will be used. Check wording needed for a secondary pool if desired.

☐ Is this an internal or external search?

    ☐ HR will post openings to jobs.mines.edu, HigherEd Jobs, The Chronicle of Higher Education, State of Colorado, Government Jobs and LinkedIn. In addition, HR, and AA coordinate postings on about 20 higher ed diversity job sites.

    ☐ Develop the outreach plan with the TAP. Would you like it posted on any department specific external websites?

☐ Search committee composition must be approved by the Dean and DH. DH contacts potential search committee members to ask if they are willing to participate. Need a chair and a minimum of three others, and one external member for a total of 5 committee members. Check with your Dean for exceptions.

☐ Once a diverse committee is defined, ask HR to assign the roles of the committee members in Workday on the requisition.

☐ Search Committee members are invited to attend Hiring Excellence Training – HR will inform you if any committee members need training.

    ☐ Anyone who hasn't participated in the last 2 years needs to attend. All are welcome to attend as a refresher.

☐ Schedule an initial committee meeting to discuss and establish timeline and scoring criteria.

    ☐ Create a timeline for search and schedule meeting/interview dates and time slots.

    ☐ HR drafts and approves the materials review rubric. Search Chair works with committee members and HR on what the scoring criteria will be for the committee review.

Search Phase:

☐ All applicants must be moved to "meets minimums" or "does not meet minimums" per Federal law. Your TAP is responsible for moving candidates through the stages.

☐ **OPTIONAL** pass/fail evaluation (This step can be combined with the scoring if preferred).

 ☐ If a pool is large, committees may do a pass/fail step with 1-2 absolute base criteria from the minimum qualifications on the ad. It is recommended that a minimum of two committee members do the review and agree on the results. HR is also able to complete pass/fail review.

☐ Each member scores candidates **individually** on a Hiring Excellence rubric.

 ☐ Please inform HR when scoring is completed.

☐ Send the final committee level summary to the TAP for records retention.

☐ Inform TAP as soon as decisions are made so statuses can be updated on a timely basis.

☐ Decide from report and committee discussion whom to phone/Zoom interview or go directly to campus interviews (depending on # of applicants).

Search Committee Interview Phase - First Screening Interviews

☐ Search committee determines how many candidates to interview (typically 5-8 per opening).

☐ Send HR the interview time slots, and HR will send an invitation to all candidates. Once the interview time slots are confirmed HR will email the search chair the schedule.

 ☐ HR recommends we give all candidates **at least** a 7-day notice on the interview time slots.

 ☐ After phone interviews, if DH requests, send a **Request for Campus Interviews Memo** via email to the DH and Dean (and cc to HR) with a summary of the process to date and request to move to campus interviews with XX names. Include the names, strengths, and attach the application documents of the finalists you are requesting be invited to campus for an interview.

☐ **Reference Checks - Search Chair or TAP requests permission to collect contact information from finalists you plan to complete reference checks on. Must have three letters for each of your campus interview candidates prior to starting the campus/department interviews.**

 ☐ It is permissible to contact references via phone in addition to requesting letters.

 ☐ Contact HR to request reference letters via Workday. Letters are automatically uploaded.

Department Interview Phase:

- ☐ See the AA Procedures Manual for required interviews with Administration
- ☐ Send your TAP the interview time slots, and HR will send the campus invitation to all candidates. Recommend **at least** a 14-day notice for applicants.
- ☐ Once dates are confirmed HR will email the search chair a schedule of the time slots booked.
- ☐ Department staff create on-campus schedules, coordinates logistics, and communicates with the candidates once the dates are selected.
  Note: HR has a bank of interview questions and a feedback template.
- ☐ Request Welcome Packets from HR for on-campus interviews (optional). HR has a flyer about Total Rewards at Mines. Confirm the TAP sends this to the finalists.
- ☐ HR to draft feedback survey in QuestionPro for all faculty to submit feedback on candidates. Share with the candidates how they will be evaluated. Share the feedback form with the faculty prior to the interviews starting.
- ☐ Conduct interviews
- ☐ Search Chair and department staff download QuestionPro survey feedback.
- ☐ Hold department faculty meeting to discuss final candidates/provide recommendation to DH and Dean
- ☐ Draft Search Committee Hiring Recommendation including faculty feedback addressed to DH, Dean with CC to TAP
- ☐ Department Staff or Search Chair schedule 2nd Visit with Provost and President for final candidate only (contact Kristen Beach or Nichole Bigley)
- ☐ Dean connects with Administration to share feedback of visit to DH and Search Chair
- ☐ Once you have a green light to hire, prepare salary and startup recommendation with DH, Dean, HR and AA.

Offer Phase:

- ☐ Pre-Offer Salary Request
  - ☐ **DO NOT MAKE A VERBAL OFFER YET!**
  - ☐ Inform HR and AA whom you would like to hire. HR will initiate the pre-offer salary request process in Workday.
  - ☐ TAP to provide salary recommendation to DH and Dean. HR compensation team will review the requested salary for approval.
  - ☐ The offer must have complete approval in Workday prior to any verbal offer being extended.
- ☐ Verbal Offer
  - ☐ Once the pre-offer salary request is approved in Workday, the verbal offer may be extended in coordination with HR.
  - ☐ HR to send Benefits and Total Rewards flyer to the final candidate.
  - ☐ Upon acceptance of the verbal offer, inform AA and HR the verbal offer was accepted.
- ☐ Formal Offer Letter sent via Workday by AA

Wrap-Up:

To wrap up and close the search, HR needs:

☐ Complete documentation: describing who doesn't move forward and why as well as who did move forward.
- Position Description
- Pass/fail (committee summary)
- Final Scoring Report (committee summary)
- Interview itinerary
- Recommendation memos

☐ Search Chair communicates with TAP to ensure all applicants are notified and in final statuses.

A successful search will make Hiring Recommendations that align with Mines@150 and beyond.

☐ Writing a good hiring recommendation memo (~1pg):

☐ Briefly summarize candidate's CV highlights and their research theme (See examples of themes in the rubrics).

☐ Describe how the candidate contributes to departmental/programmatic needs and initiatives described in your Pathways of Distinction document.

☐ Describe how the candidate contributes to Mines@150 and beyond. How will they contribute to:
- Growing online MS degrees
- Industry collaborations, entrepreneurship & innovation
- Student success
- Potential for securing externally funded research and scholarly impact (i.e. tenure ability)
- Diversity & Inclusion
- Describe feedback from the campus visit.
- Don't gloss over a potential negative; address it and describe why the candidate should be hired and how they will be successful.

All steps must be completed to meet record-keeping requirements.