



Academic Faculty Search Process – For Search Chair

Login to PageUp from trailhead (under “Employee Resources”) or by going to the HR PageUp website: <https://www.mines.edu/human-resources/pageup/>. Email recruitment@mines.edu for any support needed. It is recommended that all search chairs review the Academic Affairs Policies and Procedures Guide related to hiring – [section 4.2](#).

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 Chen at dchen1@mines.edu). HR will submit a request to hire via a requisition in PageUp.
- Create 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 opening to jobs.mines.edu, Higher Ed Jobs, The Chronicle of Higher Education, and LinkedIn.
 - Develop the outreach plan with the TAP. Would you like it posted on any 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 add them as Search Chair/Members in PageUp on the requisition.
- Search Committee/Hiring Excellence Training – HR will inform you if any committee members need training or a refresher.
 - Anyone who hasn’t participated in the last 2 years needs to attend.
- Schedule initial committee meeting to discuss and establish timeline and scoring criteria.
 - Create timeline for search and schedule meeting/interview 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.
- Request EEO from HR report at each phase to review diversity of applicant pool.

Search Phase:

- All applicants must be moved to “meets minimums” or “does not meet minimums” per Federal law.
- 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 concur on the results. HR is also able to complete pass/fail review.
- Each member scores candidates **individually** in PageUp or on a Hiring Excellence rubric.

- Please inform HR when scoring is completed.
- If scoring in PageUp, HR will run the scoring and ranking report and provide it to the search chair.
- Attach the final committee level scoring reports/rubrics in the “Documents” tab in PageUp.
- Inform TAP as soon as decision are made so statuses can be updated on a timely basis.
- Decide from report and committee discussion who 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).
- Contact HR to set up interview time slots for candidates via PageUp. Send HR the interview time slots and HR will send an invitation to all candidates. Once dates are confirmed HR will email the search chair a schedule of the
 - Recommend **at least** a 7-day notice for applicants.
 - After phone interviews, email DH and Dean with a summary and request for approval for campus interviews.
- **Inform finalists you plan to complete reference checks. Must have three letters for each of your campus interview candidates prior to the campus/department interviews starting.**
 - It is permissible to contact references via phone in addition to requesting letters.
 - Contact HR to request reference letters via PageUp. Letters are automatically uploaded to PageUp.

Department Interview Phase:

- See the [Policies and Procedures Guide](#) for required interview with Administration
- Contact HR to set up interview time slots for candidates via PageUp.
- Send HR the interview time slots and HR will send an invitation to all candidates.
- Once dates are confirmed HR will email the search chair a schedule of the time slots booked.
- Department sets up Zoom links.
- HR will send the Zoom links to the candidates.
 - Recommend **at least** a 14-day notice for applicants.
- Note: HR is not involved in setting up interview itineraries, location details, etc.
- 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 form 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
- Hold department faculty meeting with to discuss final candidates/provide recommendation to DH and Dean
- Draft Search Committee Hiring Recommendation including faculty feedback addressed to DH, Dean
- Schedule 2nd Visit with Provost and President for final candidate only
- Dean to share feedback of visit to DH and Search Chair
- Once you have a green light to hire, prepare salary and startup recommendation from DH to Dean to AA with copy to HR.
- Upload final rubrics and hiring memos to PageUp for search documentation

Offer Phase:

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

- 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. 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. tenurability)
 - 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 in order to meet record keeping requirements.