

Faculty Search Procedures

(Institutional Self-study, Criterion One, p. 9)

1. After assessing the needs of the academic unit, the chair will communicate his/her request for a faculty position to the respective college dean; academic units without departments should communicate directly with the provost. A written request will be submitted to the dean or provost to include

- justification for position
- budgetary implications; funding source for salary, start-up funds, etc.; estimated relocations costs
- space and/or laboratory requirements
- recruitment plan (advertisement, candidate visits, interview schedule, etc.)
- recruitment budget detailing projected costs

2. The dean/director will forward these requests with their recommendations to the provost for approval.

3. Appointment of a search committee must incorporate diversity within its membership. One member of the committee will be identified as the diversity liaison and work with Candi Miranda in the Office of the General Counsel to insure outreach to women and minority candidates. (Attachment A – Equal Opportunity)

4. Formulation of a Search Plan

- Develop a position description identifying required and preferred job qualifications (credentials, experience, research areas, current funding, references, etc.)
- Determine placement for advertising the position (professional association publications, newsletters, websites), with special effort made to attract diversity applicants through advertisement in diversity-based publications
- Establish a deadline for submission, stated in all advertisements
- ALL position advertisements must include the following equal opportunity language: “Illinois Institute of Technology is an Equal Opportunity/Affirmative Action Employer”
- Establish the Committee’s procedures and criteria for review of applications

5. Applicant Tracking Outline (Attachment B)

- Applicant Tracking Form (Attachment C)
- Voluntary EEO Survey Form (Attachment D)

6. Campus Visits

- After identification of the top candidates, and prior to candidate visits, the Committee should determine a list of those faculty and staff with whom each candidate will meet. An effort should be made to maintain a similar meeting schedule for each candidate.
- All who meet with the candidate should complete an evaluation form, citing the evaluator's impressions of each candidate's strengths and weaknesses.

7. Guidelines for Travel and Entertainment Expenses

- An attempt should be made to limit candidate visits to four (local candidates being the exception)
- Comparison price airfares for the candidates
- Scheduled meetings/seminars, etc., should be incorporated into no more than a two-day time period
- It is encouraged that hotels with an special IIT rate be utilized
- Small luncheon or dinner groups (approximately three to four) are recommended at reasonably priced restaurants

8. Committee Recommendations and Offer Letter

- The search committee will make its recommendation to the respective chair/dean/director, who in turn, will advise the provost
- Following approval by the provost, the chair (with the approval of the dean), dean, or director will draft a letter of offer to the selected candidate to include
 - academic title (in conjunction with the faculty handbook)
 - term (outline of probationary period for tenure-track hires)
 - start date
 - responsibilities of position
 - salary
 - summer salary (if appropriate)
 - start-up package, including dollar amount, specific use for funds, and relocation allotment (if applicable)
 - statement of compulsory authorization for background check
 - inclusion of consent form for background check
 - benefits information
 - request for signed and dated acceptance
- Draft offer letter and candidate's CV are sent to the Office of the Provost for final review and authorization (Attachment E – Faculty Offer Letter Template)

9. Upon receipt of signed acceptance letter, a copy will be forwarded to the Office of the Provost and a faculty contract issued to be signed by the appropriate dean or the provost. The background check must be completed prior to extending the contract.

FACULTY SEARCH PROCEDURES

Attachment A

Equal Opportunity

The faculty handbook contains the following equal opportunity policy:

It is, and shall continue to be the policy of the university to provide equal employment opportunities to all employees and job applicants. This policy insures that applicants are employed and that employees are treated during employment without regard to their race, religion, gender, age, marital status, national origin, arrest record history, veteran status, sexual orientation, transgendered status and disability. This policy shall apply, but not be limited to the following employment practices: locating sources of qualified applicants; recruitment or recruitment advertising; hiring; upgrading; demotion; transfer; layoff; termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition reasonable accommodations will be provided to qualified individuals with disabilities.

It is the intention of IIT to act in accordance with all regulations of the federal, state, and local government in respect to providing equality of opportunity in employment and in education, insofar as those regulations may pertain to IIT. IIT prohibits and will act to eliminate unlawful discrimination.

In accordance with this policy, it is important to adhere to the following procedures for filling faculty positions.

Diversity within this committee's membership is important to the process. The committee should define a search plan prior to commencing the actual search. This plan includes the type and content of advertisements and where the advertisements will be placed. Additionally, it should include specific efforts to attract women and minority applicants. For example, reviewing the Minority & Women Doctoral Directory (www.mwdd.com/index.aspom/index.asp) and placing advertisements in periodicals such as The Hispanic Outlook in Higher Education (www.hispanicoutlook.com) and The Journal of Blacks in Higher Education (www.jbhe.com) as well as in/on professional association newsletters and websites is a means of communicating the opportunity to minority and women candidates. Although the entire committee is responsible for the search, it is recommended that one committee member take responsibility to insure outreach to women and minority candidates.

FACULTY SEARCH PROCESURES

Attachment B

Applicant Tracking

Applicant tracking is a critical component of the search process. The name of every applicant and the action taken in regard to his or her application must be recorded. (Attachment A) An applicant is a person who requests to be considered for a specific advertised position, submits application materials, and meets minimum qualifications (required) as stated in the position advertisement.

It is important to request that every applicant complete a Voluntary EEO Survey Form. You should make this request when you acknowledge receipt of his or her materials. Please encourage applicants to complete the online version of the survey; however, a supply of hard copies with return envelopes is also available from the Director of Equal Opportunity and Affirmative Action. The online survey may be found at the following address: <http://www.iit.edu/~ogc/eeosurvey.html>

This survey, if returned, provides federally required equal opportunity data. It will be returned only to the Director of Equal Opportunity and Affirmative Action and the information will be used to track the diversity of the applicant pool for the position.

If an applicant meets minimum qualifications, but will not be selected for an interview, the applicant also should receive a letter from the committee thanking them for their interest and stating that their application will not move further in the process. It is recommended that a position remain open for no longer than 2 years. If after this time period there continues to be a need to fill the vacancy, the committee should close the initial search and begin a new one. This allows for a smoother applicant tracking process.

Records for each position including advertisements, submissions, applicant tracking log, and notes must be maintained for 3 years.

FACULTY SEARCH PROCEDURES
Attachment D

ILLINOIS INSTITUTE OF TECHNOLOGY
VOLUNTARY EEO SURVEY

Illinois Institute of Technology is an affirmative action/equal opportunity employer. Accordingly, we are required to request certain information from you. You may be assured that your response to the survey will not affect the consideration of your credentials.

Thank you for completing the survey and returning it to IIT in the enclosed pre-addressed envelope.

Title of Position Applied for:

Department/College/Institute:

Race/Ethnicity:

- _____ White (not of Hispanic origin)
- _____ Black (not of Hispanic origin)
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ American Indian or Alaskan Native

Gender:

_____ Male _____ Female

Veteran:

- _____ Disabled Veteran
- _____ Vietnam Era Veteran
- _____ Veteran (Other)

How did you learn of this position?

Name: _____

Date: _____

FACULTY PROCESURES Attachment E

Offer Letter Template

(date)

(name)

(address)

(city, state zip)

Dear (salutation):

Based upon the recommendation of the faculty of the (dept./College/Institute) and (respective Dean or Dr. Allan S. Myerson, Provost and Senior Vice President), I am please to offer you a position as (title) of (discipline). This is a tenure-track appointment (or tenured/one-year/multi-year, etc.), effective August 20, 2006, the start of the 2006-07 academic year (change as necessary).

Our fall semester officially begins with our student orientation kickoff on Sunday, August 20, 2006; classes begin on Thursday, August 24, 2006. Your primary duties will be to teach courses relevant to your field, perform research with students, and to secure funding to advance your research activities. In addition, you will be required to provide limited service on various committees. During the first year of your appointment, your teaching load will be one course per semester for the fall and spring semesters. In subsequent years the normal teaching load is two courses per semester (depending on the department average).

The initial contract will be for four years. In the third year of this period, you will be reviewed and, upon the recommendation of the department chair and approval of the Dean, awarded a second contract of three years. Normally, a tenure decision is made in the second year of the second contract period. (Above is for tenure-track; revise as appropriate per appointment.)

(For appointment with tenure the following wording should be included: As you are aware, the awarding of tenure and the rank of Professor (or Associate Professor) requires approval by the duly constituted academic committees and your tenure will be contingent on successful review by those committees and approval by the President and the Board of Trustees. I expect that the process of your approval will move smoothly and I will keep you informed as it unfolds.

Your salary for the nine-month academic year will be \$???? payable in twelve equal monthly installments. Two additional months of summer salary will be provided for your first year (if summer salary is included in the offer). Additional compensation in accordance with university policies is possible for up to three months summer salary for such activities such as summer teaching and research.

To support your research activities, you will be provided with \$??? in funds in two yearly installments of \$??? (change as needed). These funds can be used to support a postdoctoral fellow or graduate students, to purchase equipment for your research activities, to cover publication costs, and travel to conferences and professional meetings, as well as other activities related to your research.

The department/college/institute will provide you with an office with a network connection and a suitable laboratory for your research (list other amenities provided by academic unit).

The College/Institute will provide a one-time allowance of funds to help defray moving expenses to IIT in the amount of \$?????. As is normally required, you will need to submit to the Office of the Dean/Director at least two estimates of moving costs for approval prior to contracting with a mover. (If applicable)

If you accept this offer, please sign, date, and return this letter to be received not later than (date). A formal appointment letter and contract will be mailed to you. It is university policy that pre-employment background checks are a condition of employment for all newly hired or rehired staff and faculty members at IIT. Please complete the attached authorization form and return it as soon as possible via fax to Noreen Kozak at 312-567-7018. Please visit our Office of Human Resources website at <http://www.iit.edu/hr> to obtain the latest information relative to our retirement, health and life insurance programs and mandatory direct deposit participation. Once you arrive on campus, please schedule an appointment with Human Resources regarding your benefits.

My colleagues and I look forward to having you join our faculty and enhance our efforts in the area of (specific field). If you have any questions, please do not hesitate to contact me.

(Complimentary close),

(Signature of Chair, Dean, Director)

I, (name), accept the offer subject to the terms listed above.

Signature

Date