



THE UNIVERSITY OF
SCRANTON

Recruitment, Selection and Record Keeping
Requirements for
Faculty Search Committees
and Departments

THE UNIVERSITY OF SCRANTON
Rev. October 2008

***RECRUITMENT, SELECTION AND RECORD KEEPING
REQUIREMENTS FOR FACULTY SEARCH COMMITTEES***

Part I: Full-Time Faculty Recruitment, Selection and Record Keeping

The hiring process begins with the department chairpersons who submit requests for new and replacement faculty members to the dean. The dean then forwards the request to the appropriate search committee. The search committee is composed of faculty members from the department and other departments. The search committee is responsible for developing a list of candidates, interviewing them, and recommending a candidate to the dean. The dean then makes the final hiring decision. The hiring process is a complex one and requires careful attention to detail. The search committee should be given the authority to conduct the search and to recommend a candidate. The dean should be given the authority to make the final hiring decision. The hiring process should be fair and equitable to all candidates. The search committee should be given the authority to conduct the search and to recommend a candidate. The dean should be given the authority to make the final hiring decision. The hiring process should be fair and equitable to all candidates.

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Request

- Dep r en req es s ne or rep ce en f c y pos on n dge req es s p r of he nn repor process
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- A req es s sho d es ed o he De n no er h n A g s s
- The De n re e s pos on req es s h Pro es
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- Once the Proposed and current descriptions of the dependent position have been developed, the Department will compare the proposed and current descriptions of the dependent position.

- The Department will develop a detailed description of the position including the necessary qualifications, knowledge, skills, and abilities.

- The Department will determine if the proposed position description meets the requirements of the Department's position description and draft a description for the proposed position. The Office of Equity and Diversity will review the description for compliance with EEO/AA requirements.

A n c o t o n o t o n c t o n n o
t n o t n

- The proposed description of the position will be reviewed by the Department's Equity and Diversity staff to ensure compliance with EEO/AA requirements. The Department will then submit the proposed description to the Department's Human Resources staff for review and approval.



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- After consultation with the Office of Equity and Diversity and the Human Resources Department, the Research Committee estimates that recruitment in this area need not be extended to
 - Address envelopes, checked copy and photocopies
 - Missings of professional societies and community based organizations
 - Check peer reviewed organizations
 - Mandatory signing with the local Pennsylvania Office of Employment Security
 - Internship positions, checked copy and lists of sites posted
 - Telephone contacts, checklists of professional persons and organizations conducted
 - Other outreach activities, fully describe expanded outreach activities, professional conferences, etc.
 - Electronic records, e.g. Monitor any non-researched identified individuals who have been denied no opportunities

- A d~~er~~ se en s s e r~~e~~ ed nd p~~ro~~ed y he P~~ro~~s nd he Off ce of Eq y nd D~~er~~s y
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- No s ng e pos on d~~er~~ se en e p ced n he *on c o c t on* ho per ss on fro he P~~ro~~s nd he De n s off ce if s ch req es s p~~ro~~ed he De n nd e rch Co ee dr f n d~~er~~ se en h s e p~~ro~~ed y he

Processing and Screening

- Upon receipt of the press releases the Chair of the search committee ensures that the search committee is provided an opportunity to discuss or her race ethnicity and gender. This opportunity is also provided on your ongoing approved EEO survey. Copies of these forms are submitted to the search committee by the Office of Equity and Diversity. The department secretary is responsible for the request on the letter and to be noted on the search committee to see if

The EEO survey is forwarded directly to the Office of Equity and Diversity where the information is entered into the *Banner Activity Action Monitor*. The conclusions of the selection process are then forwarded to you in a report of the search committee's considerations of the search committee or Department. The EEO data is collected solely for the purpose of reporting to the Office of Federal Contract Compliance Programs.

Annex

- The department secretary is responsible for persons who press releases in the *Banner Activity Action Monitor* whose press releases are received. Copies are sent for entering into the Banner database to be on the record regarding the process of the Office.
- As the Chair is responsible for the Chair of the search committee to determine which of the observers see the request for the position and his or her considered applicants.

To ensure the observers' participation, we need to cover the following:

press releases in the *Banner Activity Action Monitor* copy the materials for printing are established as a copy in the database. The copy of the references and the conditions of the position are sent to the observers beyond the established.

Since the credentials of the individuals who submit the resumes or who have pressed in the *Banner Activity Action Monitor* of the or the resumes are strongly recommended to the Chair is not recommended. The names of the search persons are the Department codes have been provided and sent to the observers.

- The ops pp c n s sho d e sen n he c y n oo he
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- Planning for reimbursement and the following on completion should be planned. The budget considerations and the performance should be reviewed. The possible options should be provided to the person specifying the details. The following should be the procedures for charging the expenses. All expenses charged to the Department are reviewed by the Process Office prior to being incurred for the search.

Guidelines for Search Events	
Expense	Procedure
Transportation	The candidate or his/her spouse and dependent children should be provided for. The candidate should receive a receipt for the candidate's expenses from the Department. The dependent's expenses for the candidate's necessary living

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opportunities for each process. Each process is afforded the
same or comparable opportunities during the entire process.

- The role of the engineering process is the process of the process office. Each

- The Chair of the Research Committee should keep participants informed by e-mail during the process. It is necessary to ensure that the information is given when the position has been fixed or if the research has been cancelled. For the reasons of the messages of the research concerned in this document.

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Federal record keeping regulations require retention of any record for a period of 10 years from the date of the record or 10 years from the date of the selection decision, whichever is later. This policy has been extended to a period of **three years from the date of the selection decision.**

Producers of records are required to retain hard copy records unless the original document is electronically scanned and soft records such as electronic databases. The number of copies of records is determined by the producer of records.

The objective of record keeping is to provide a basis for compliance purposes and to ensure that all records are accessible for audit and review. The purpose of this section is to provide a basis for the selection process. Therefore, the focus of this section is on the selection process and the selection of records for retention.

Therefore, records are retained in accordance with the retention schedule. The retention schedule is based on the retention schedule of the records. The retention schedule is based on the retention schedule of the records. The retention schedule is based on the retention schedule of the records. The retention schedule is based on the retention schedule of the records.

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The following records are retained and deleted by the Producer's Office as soon as possible after the selection decision is made and the selection process is completed.

Records are retained

