

*Strength in People*

# FACULTY SEARCH CHECKLIST

**A Search Guide for Faculty Positions**

---

*"Using the University's strengths for more successful searches"*

Prepared by:  
Elizabeth Ervin,  
*Consultant*  
Gail Hackett,  
*Vice Provost*  
Nancy Gutierrez,  
*Vice Provost*  
Faculty edition  
edited by  
Barb Mawhiney  
*March 2004*

Revised by:  
Mark Searle  
*Vice President*  
*June 2008*

# ASU FACULTY SEARCH CHECKLIST

## INTRODUCTION

The following document is part of the Provost's Office project to support better searches at Arizona State University. It is a tool that can assist in every faculty search. It is meant to complement and interface with the ASU Faculty and Academic Professional Search Handbook and contains references throughout to the Handbook's important benchmarks. The references connect to both the hard copy and web versions of the Handbook.

The Faculty Search Checklist is in the format of a workbook, to be used to guide a search from beginning to end. The Checklist can lead the Hiring Authority (e.g., dean, chair, director) and the Search Committee Chair through the many steps necessary to a successful search conclusion.

Because every component of the search process has been broken out separately, the Checklist may appear complex at first glance; however, many of the components are undertaken simultaneously and in close sequence, and the process can flow quickly and smoothly. The level of detail contained in the Checklist is there to ensure that a search does not overlook any important step and that the search process follows the necessary steps in the appropriate sequence.

The information highlighted in the gold boxes represents "certification points" in the search. These are opportunities for the Hiring Authority to assess the search thus far and to make any corrections necessary before moving ahead. Use of these checkpoints is essential to achieving success in a search; ignoring them may create problems that can taint the search further in the process.

**STEP 1**

**PREPARATION FOR THE SEARCH**

**Organizing the Search Process**

By ___/___/___	1. Review ASU Faculty and Academic Professional Search Handbook and Faculty Search Checklist.	Hiring Authority
By ___/___/___ <input type="checkbox"/>	2. Appoint/elect Search Chair and Committee in keeping with ASU policy and academic unit bylaws; share ASU Faculty and Academic Professional Search Handbook and Faculty Search Checklist to be read before first meeting. Assign support staff. Dean or designee must authorize the search. <i>(See Handbook p. 3; ACD 111-01; department bylaws)</i>	Hiring Authority

**First Meeting of Search Committee: Organization of the Search**

By ___/___/___ <input type="checkbox"/>	3. "Charge" Committee: describe committee expectations and expected outcomes. Develop search plan budget to include advertising, direct mail, conference attendance, candidate travel, campus interview costs. Responsibility of dean or dean's designee to set budget.	Hiring Authority
By ___/___/___ <input type="checkbox"/>	4. Review confidentiality issues, and process to frame recommendations of strengths and weaknesses of each candidate. <i>(See Handbook p. 15)</i>	Hiring Authority, Search Chair & Search Committee
By ___/___/___ <input type="checkbox"/>	5. Develop search process timeline including targets for advertising, initial screening, phone interviews, and campus visits — i.e., fill in target dates on this Checklist.	Search Committee & Hiring Authority
By ___/___/___ <input type="checkbox"/>	6. Discuss elements of position description and whether/how to solicit feedback on minimum and desired qualifications from faculty.	Search Committee & Hiring Authority

**Second Meeting of Search Committee: Position Description and Announcement**

By ___/___/___ <input type="checkbox"/>	7. Review/suggest enhancements to elements of position. Dean or dean's designee must approve position description/ad copy.	Search Committee
By ___/___/___ <input type="checkbox"/>	8. Develop operational definitions and evaluation strategies for all qualifications — i.e., screening matrix.	Search Committee
By ___/___/___ <input type="checkbox"/>	9. Decide on application materials required and application deadline.	Search Committee
By ___/___/___ <input type="checkbox"/>	10. Write ad copy. Please note: Essential functions must be developed prior to the development of ad copy. While it is not necessary to include them in the ad copy, it is required that essential functions are documented at this point. <i>(See Handbook pages 4 and 13 for more information about essential functions.)</i>	Search Committee
By ___/___/___ <input type="checkbox"/>	11. Develop comprehensive search plan. The Faculty and Academic Professional Search Plan form is an example of a place to document essential functions.	Search Chair & Search Committee
By ___/___/___ <input type="checkbox"/>	<b>12. Dean or designee approves search plan and advertisement.</b>	

**Notes:**

**STEP 2**

**CREATING THE POOL**

**Implementing the Search Strategy**

By __/__/__ <input type="checkbox"/>	13. Place advertisements, contact individuals and organizations to request nominations. Also send a copy of the ad to the Office of Equity and Inclusion for immediate posting to the ASU Job Opportunities Web page. (Note: This is not for approval purposes, but to ensure compliance with a federal regulation that requires government contractors to advertise internally to allow for promotional opportunities.)  Searches that may lead to the hiring of an individual who is not eligible to work in the U.S. have specific advertising requirements. Please check the Office of Equity and Inclusion Web site for more information.	Search Chair, Search Committee, and staff support
By __/__/__ <input type="checkbox"/>	14. Invite nominees to apply.	Search Chair
By __/__/__ <input type="checkbox"/>	15. Acknowledge receipt of application materials, and describe anticipated timeline for search process. Ask each applicant to complete and submit a voluntary EEO survey.	Search Chair
By __/__/__ <input type="checkbox"/>	16. Develop phone (if desired) and campus interview questions, reference questions and interview itinerary. Dean or dean’s designee approves itinerary. <i>(See Sample Questions/Itinerary)</i>	Search Committee

**Assessing the Applicant Pool**

By __/__/__ <input type="checkbox"/>	17. Analyze diversity of applicant pool.	Search Committee & Hiring Authority
By __/__/__ <input type="checkbox"/>	18. Approve interview itinerary.	Hiring Authority
By __/__/__ <input type="checkbox"/>	<b>19. Certify the Applicant pool, or direct Search Committee to redouble efforts to create a diverse applicant pool.</b>	<b>Hiring Authority</b>
By __/__/__ <input type="checkbox"/>	20. If search is to be extended, develop and implement plan to diversify applicant pool; return to step 14 or 15.	Search Committee

**Notes:**

**STEP 3**

**SELECTING THE CANDIDATES**

**The Screening Process**

By __/__/__ <input type="checkbox"/>	21. Review application materials using matrix developed in #8, and document screening process; identify top candidates outlining strengths and weaknesses.	Search Committee
By __/__/__ <input type="checkbox"/>	<b>22. Approve initial finalist list or direct Search Committee to redouble efforts to create a diverse finalist list.</b>	<b>Hiring Authority</b>
By __/__/__ <input type="checkbox"/>	23. If finalist list is rejected, return to step 13 or 21.	Search Committee
By __/__/__ <input type="checkbox"/>	24. Conduct phone interviews and document responses (if appropriate to help narrow the finalist list); develop interview list.	Search Committee
By __/__/__ <input type="checkbox"/>	<b>25. Certify Interview list or direct Search Committee to extend search.</b>	<b>Hiring Authority</b>
By __/__/__ <input type="checkbox"/>	26. Notify finalists of plans to conduct reference checks (on and off list).	Search Chair
By __/__/__ <input type="checkbox"/>	27. Conduct reference checks (optional as to when references are checked).	Search Committee
By __/__/__ <input type="checkbox"/>	28. Notify applicants who are no longer under consideration.	Search Chair

**The Interview Process** (See Handbook pp. 8-9 and 17)

By __/__/__ <input type="checkbox"/>	29. Invite finalists to visit campus.	Search Chair
By __/__/__ <input type="checkbox"/>	30. Arrange travel and housing. Consider special needs, food preferences/restrictions, and candidate’s wishes to meet with specific groups or individuals. Revise campus visit itinerary (item 18) as needed, based on candidate meeting requests.	Search Chair & Search Committee with assistance of support staff
By __/__/__ <input type="checkbox"/>	31. Share interview itinerary with appropriate individuals.	Search Chair
By __/__/__ <input type="checkbox"/>	32. Appoint individual(s) to greet candidate at airport, accompany candidate during the campus interview, and return him/her to airport after interview.	Search Chair
By __/__/__ <input type="checkbox"/>	33. Forward campus interview itinerary to candidates. Include information on the Phoenix metropolitan area, the value of ASU employment, the hiring college and department, and dual career options and resources. Contact candidate in advance of visit to answer questions, address any concerns, and express enthusiasm about interview.	Search Chair or Designee
By __/__/__ <input type="checkbox"/>	34. Conduct campus interviews.	Search Committee

*Continued...*

**The Selection Process**

By ___/___/___ <input type="checkbox"/>	35. Evaluate candidates and write recommendations in the form of strengths and weaknesses of each finalist for Hiring Authority. There should be no ranking of finalists unless requested by the Hiring Authority.	Search Committee
By ___/___/___ <input type="checkbox"/>	36. Select candidate for hire.	Hiring Authority
By ___/___/___ <input type="checkbox"/>	<b>37. Approve candidate, or direct Search Committee to close search, or invite additional candidates.</b>	<b>Hiring Authority</b>
By ___/___/___ <input type="checkbox"/>	38. Provide status report to affected department if search is terminated or extended.	Search Chair
By ___/___/___ <input type="checkbox"/>	39. Design offer, which may include start-up package, effort requirements, travel funds, and employment for partner. The proposed offer should take departmental/college equity into consideration.	Hiring Authority
By ___/___/___ <input type="checkbox"/>	40. Make offer by phone. Arrange for community orientation housing search, and Human Resources to discuss benefit options.	Hiring Authority

**Notes:**

**STEP 4**

**COMPLETING A SUCCESSFUL SEARCH**

**Wrapping Up**

By __/__/__ <input type="checkbox"/>	41. Send written offer to candidate.	Chair/Director, Dean, and Executive V.P. & Provost
By __/__/__ <input type="checkbox"/>	42. Announce hire to Search Committee, department, and college.	Hiring Authority and Search Chair
By __/__/__ <input type="checkbox"/>	43. Enter the new hire information into PeopleSoft.	Hiring Authority
By __/__/__ <input type="checkbox"/>	44. Forward a copy of the position file to the Office of Equity and Inclusion. ( <i>See Handbook p. 9 for a list of materials required in the position file.</i> )	Hiring Authority
By __/__/__ <input type="checkbox"/>	45. Support the success of the new colleague.	Dean or dean's designee assigns a mentor to all tenure track faculty; tenured faculty should be offered assistance by the Chair in getting acclimated to the new setting and ASU. Contract faculty should be assigned a mentor to facilitate their work or Chair should assume this role.

**Notes:**