THINGS TO REMEMBER FOR FACULTY SEARCHES

Whoever is lucky enough to be the chair of the search committee will go meet with the Compliance people and learn about all the official forms for posting the job, choosing interviewees, and recommending the person to be hired. Read this first: <http://edc.appstate.edu/sites/edc.appstate.edu/files/Edit%204.24.14%20Recruitment%20and%20Selection-3.pdf> about how to conduct all that stuff legally.

However, certain other things have to be done in certain ways in addition to those forms.

1. Posting the ad: Talk to the Chair and the Office Manager about how to place ads and how to pay for them. We need to follow the budget office’s requirements.
2. Scheduling meetings of the search committee: Be sure, if you’re not using someone’s office, to reserve the rooms in question with the office people.
3. Candidates’ visits: Many little aspects of these visits need to be coordinated with the office.
	1. Contact the Office of Research and the Dean’s office WAY IN ADVANCE to set up interviews. They need to be given first dibs on the candidates’ schedules before the other events are scheduled.
	2. Meals: Someone from the Search Committee has to attend each meal. Try to recruit other people to attend meals, ideally not the same people for all meals with a given candidate. Usually, the department will cover the cost of the non-candidates’ meals; check with Mike. If so, take the departmental pcard if possible, get an itemized receipt, and NO ALCOHOL can be reimbursed. NO CHA DA THAI. Breakfast is optional as far as having people eat with the candidates. It is still the most important meal of the day, however.
	3. In addition to the interviewing with the Dean and someone from Research, the candidate needs an interview with Mike, a tour of campus, and the meeting with all the tenure-track people after the talk.
	4. Candidates provide a teaching sample which is immediately followed by a student meet-and-greet. Ask the office to provide food for this. Reserve a room. Faculty cannot attend this meet-and-greet.
	5. Leave the half-hour before the research talk open for the candidate to prepare.
	6. Don’t make the candidate walk to or from the restaurant for lunch.
	7. Room reservations: Be sure to reserve rooms for the various talks or meetings well in advance, especially as the talks usually take place in classrooms, where time is at a premium. Allow for time for refreshments either in the same room or in the Lindsay Room. You’ll also need to reserve the Lindsay Room (CAP 201) for the actual interview.
	8. Refreshments: These do not appear by magic. Let Sarah know when the visits are to be and if you’ll be having refreshments. And don’t whine if you get Pepsi products, or we’ll start serving Diet Rite and Fresca.
	9. Talk posters: Recently, we’ve had discussions about how to announce talks without violating the privacy of the job seeker. I believe the consensus was that we would only notify our employees and students electronically and that we would put the posters up a few days before the talk, then take them down the next day (or before another candidate might see them). Sarah or Angela needs to have the full information for the talk(s) at least a week in advance—name of person and institution (unless that’s thought to be too intrusive), description/abstract of talk, and an appropriate image. We will make up posters and prepare an email for the department from this.
	10. Parking permits: We usually cover the cost of the candidates’ parking. Check with Mike in advance to be sure we have enough permits.
	11. Travel forms: Arts and Sciences usually covers reasonable travel for prospective faculty. The travel authorizations and justifications have to done BEFORE the person travels, preferably two weeks before. Email the forms/links to the prospective faculty. Ask them to complete them (chair of committee might help them understand how) and then send them back with an email giving us permission to sign for them (the university wants original signatures). These forms come to the office for Mike’s signature and Sarah’s checking. When they come back with approvals, ask Sarah to keep them until it’s time to do the reimbursements. NOTE: Make SURE that the candidates come sign their travel forms while they’re here being interviewed.
	12. Hotel reservations: Sarah will handle these for prospective faculty and send them confirmation numbers. IMPORTANT: Emphasize that, while the reservations are made with the departmental credit card, THEY are to pay for their lodging and then submit the receipt with the rest of their travel paperwork.
	13. Other receipts: Tell the travelers that we will need receipts for everything related to their travel except for food and private-car mileage, which are reimbursed at a set rate. They also need to send boarding passes along with the receipts for airfare (if applicable).
	14. Various fun forms: We have evaluation forms for students to use to give their opinions of the candidates; distribute these to the students at the talk(s) and arrange to have them collected afterwards. We also have lists of questions for the candidates from past searches (for the interview with the faculty) that you are welcome to use.
	15. If they need to get rental cars, remind them not to opt for rental insurance or to rent fancy cars. They can have Buicks, not Porsches.
	16. A place to sit: Arrange a lockable room somewhere where they can hang out in between the events.
	17. Schedules: Be sure to give the office and Mike a copy of the schedule for each visit. People often come by here asking what’s going on.
	18. After the visit: Remind them to send in their receipts as quickly as possible and to fill out the reimbursement forms you send them. They should again email permission for you to sign for them on the form if they haven’t signed while they’re here. No receipts, no reimbursements.