HIRING POLICIES & PROCEDURES OVERVIEW for CLAS CHAIRS

**Before you begin:** As department chair, it is your responsibility to keep the dean informed of any impending personnel changes in your department. When proposing a hire, matters to be addressed include job title, responsibilities/qualifications, language for the ad, composition of the search committee, start-up sought, salary range, mentoring plan, and conformity with any identified institutional priorities. Prior to your initiating the search process with the Office of Human Resources, the search must be approved either verbally or in writing by the dean and any other necessary approvals must be obtained. [Note: Searches involving partner accommodations follow a unique process rather than that described below.]

**Initiating the search:** Once you have received permission to initiate a search and both the CLAS Dean’s Office and the Office of Human Resources have approved a job description, you will work with John Kidder, Human Resources Business Partner, to begin the search process through HireTouch. It is your responsibility to ensure that all search committee members have received the necessary training in the use of HireTouch and have completed any required Equal Opportunity training. Faculty search committee members should be advised to consult the faculty recruitment handbook at [http://umaine.edu/advancerisingtide/files/2015/11/UMaine-Faculty-Recruitment-Handbook-2015.pdf](http://umaine.edu/advancerisingtide/files/2015/11/UMaine-Faculty-Recruitment-Handbook-2015.pdf).

**Planning the campus visit:** The HR business partner must approve the list of finalists; for faculty hires, the dean must approve as well. Ordinarily, at least two candidates should be brought to campus. Components of the visit will vary depending upon the nature of the position. For positions that involve teaching, a teaching demonstration is strongly recommended. All candidates for faculty positions must be scheduled for a 30-minute meeting with the dean. Candidates seeking start-up funding beyond a laptop and moving reimbursement should be asked to supply an estimated start-up request at the time of the campus visit or immediately thereafter.

**Making the offer:** As soon as you are ready to recommend a finalist, these steps follow. Those in bold apply to all searches; the others apply to faculty searches and professional staff (UMPSA) only:

- **The committee submits the required documentation in HireTouch** and provides the dean’s office and HR (John Kidder) with a list or narrative of the finalists’ strengths and weaknesses, consistent with the criteria for the position.
- You email the dean a copy of the tentative offer letter. Samples are available on request.
- In consultation with the dean, the tentative offer is revised as needed.
- **You speak with the candidate by phone, describing the offer and indicating the deadline for a reply in writing (usually within 7 calendar days of the offer).**
- You email the tentative offer letter to the candidate.
- If negotiations ensue, confer with the dean about any modifications to the offer.
  - **Start-up offers may not be made until commitment has been obtained to cover 100% of start-up costs.**
- **When the finalist has accepted by returning the signed tentative offer letter, you forward a copy of the signed letter to the dean and to John Kidder. He will initiate the formal offer process, which includes background checks.**

**Finishing up:** The College of Liberal Arts and Sciences will ordinarily reimburse departments for up to $2,000 ($1,500 for fixed length positions) per faculty search in allowable search-related expenses. Departments are expected to bear any additional costs. All questions concerning chartfield combinations, position management numbers, or any other administrative details should be directed to Catherine Metivier.

To maximize the likelihood of a successful search, it is essential that you, the search committee, and the department proceed expeditiously. A few extra days at each stage can put the search weeks behind by the end, resulting in lost candidates and increased competition with other universities.