

Hiring Policies & Procedures Overview for CLAS Chairs [rev. 7-23-24]

1. Before you begin: As department chair, it is your responsibility to keep the dean informed of any impending personnel changes in your department. Ordinarily, searches to replace staff members are initiated shortly after a resignation or retirement is announced. Faculty positions usually follow an annual cycle, beginning with a call for requests in the spring or summer. You will be notified by the Dean's Office when permission to initiate a search request has been obtained. Hires involving partner accommodations or search waivers follow a different process from that described below; consult the Dean's Office for further guidance.

2. Initiating the search request: Once you have received permission to initiate a search request, complete the HireTouch template found on the CLAS faculty/staff resources page. Check with the Dean's Office if you would like a sample of a completed template. Submit the template to the dean for review. The Dean's Office will submit it to HR for posting and subsequent approvals.

Once all approvals have been secured, the department is responsible for implementing the recruitment plan, including arranging all advertising for faculty searches. Departments should move as quickly as possible to initiate the search once full approval has been received. *Expect to wait several weeks, or longer, for the approval process to be completed.*

To be in compliance with immigration requirements, you must document 30 days of advertising in a suitable national venue. This will ensure that U.S. nationals have sufficient opportunity to learn about the position and apply. Take and keep a date-stamped screen shot on the first day of advertising and another at least 30 days later. Documentation of the posting on UMaine's website is not sufficient.

Searches must comply with the University's Diversity, Equity, and Inclusion search expectations, posted at <https://umaine.edu/hr/wp-content/uploads/sites/355/2021/04/Search-Expectations.pdf>. In addition, it is your responsibility as chair to ensure that all search committee members have received the necessary training in the use of Oracle Recruiting Cloud (ORC) and have completed any required Equal Opportunity training. Equal Opportunity Search Briefings are required on an annual basis for all search committee members. Details are at <https://umaine.edu/eo/hiring-recruitment/search-briefing-schedule/>.

Because the search committee is making its recommendation to the department chair or school director, the chair or director should ordinarily not be a member of a faculty search committee. Consult the dean if an exception seems warranted.

Partial search funding may be budgeted by the Dean's Office. Consult Heather Eddy in the Dean's Office for more information. Departments are expected to contribute to search costs.

3. Evaluating applications and conducting initial interviews: Committee members evaluate the applications using a rubric or template based on the qualifications in the job posting. To avoid any unfair advantage to early applicants, application review should not begin until the posted date for review. Before review begins, the HR partner must provide the search committee chair with an applicant pool diversity report and must authorize the start of review. It is your responsibility to ensure that review does not begin prior to authorization.

The HR partner must approve the list of applicants selected for an initial interview. The same set of questions and same interview medium should be used for each candidate. If the initial interview is the only one scheduled, the next step is to choose the top finalist and make an offer [skip to #5].

- 4. Selecting a short list of finalists and planning the campus interview (or Zoom equivalent):** The department sends a list of the interviewed applicants' strengths and weaknesses and a ranked short list of finalists to the HR partner, and for faculty and salaried staff (UMPSA) hires, to the dean as well. The HR partner, and the dean if applicable, must approve the short list before invitations are made. Ordinarily, at least two candidates should be brought to campus.

The components of the visit will vary depending upon the nature of the position. For positions that involve teaching, a teaching demonstration is very strongly recommended. All candidates for ongoing faculty positions must be scheduled for a 30-minute meeting with the dean.

For positions in which start-up funding (beyond a laptop and moving reimbursement) is anticipated, you are encouraged to discuss start-up needs and expectations with finalists.

- 5. Choosing the top finalist and 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 and salaried staff (UMPSA) searches only:
- a. **The department provides the dean and the HR partner with a list of the finalists' strengths and weaknesses, consistent with the qualifications for the position. The finalists should be ranked. Any who are considered unacceptable should be explicitly identified.**
 - b. The chair emails the dean and the HR partner a copy of the tentative offer letter. Samples are available on request.
 - c. In consultation with the dean and the HR partner, the tentative offer letter is revised as needed.
 - d. **You speak with the candidate by phone or Zoom, describing the offer and indicating the deadline for a reply in writing (usually within 7 calendar days of the offer).**
 - e. You email the tentative offer letter to the candidate.
 - f. If negotiations ensue, confer with the dean about any modifications to the offer. Start-up offers may not be made until an institutional commitment has been obtained to cover 100% of start-up costs.
 - g. When the finalist has accepted by returning the signed tentative offer letter, forward a copy of the signed letter to the dean and to the HR partner.
 - h. **The HR partner (or another HR staff member) will initiate the formal offer process and background checks as soon as they have been informed that the offer has been accepted.**

6. Finishing up:

Start-up commitments, regardless of source, are to be documented using a standard template. Consult Heather Eddy in the Dean's Office for details.

All questions concerning chartfield combinations, position management numbers, or any other administrative details involving searches should be directed to Susannah Fisher in the Dean's Office.

Immigration questions should be directed to the Office of International Programs. The CLAS policy on reimbursing immigration costs is on the HR page of the CLAS resources website.