ACADEMIC SEARCH AND SCREEN CHECKLIST

Position ____________________________ Department and Division ____________________________

[ ]= Section Number from *Guidelines for Filling Academic Positions through Search and Screen Procedures, Indiana University South Bend* in the IUSB Affirmative Action Plan.

VCAA = Vice Chancellor for Academic Affairs  AAO = Affirmative Action Officer
Dean = Dean or Director of Division or other unit  Head of Hiring Unit = Dean or Department Chair

1. ( ) Chancellor approves position. [I.A.]

2. ( ) Dean obtains authorization from VCAA to fill position. [I.B.]

3. ( ) Head of hiring unit obtains approval from VCAA and AAO of a Search and Screen Committee. [II.A,B]

4. ( ) AAO attends the first meeting of the Search and Screen Committee. [II.C]

5. ( ) Committee formulates hiring plan and submits it to Dean for approval. [III.]

6. ( ) After Dean’s approval, Dean forwards hiring plan to VCAA and AAO for their joint approval. [III.]

7. ( ) Committee places advertisement in publications listed in the hiring plan. [III.B,V.]

8. ( ) Committee sends advertisements to individuals in under-represented groups targeted in the hiring plan. [III.C, V.]

9. ( ) Committee sends advertisements to professional organizations of under-represented groups identified in the hiring plan. [III.D, V.]

10. ( ) Committee receives the applications and sends each applicant an “Indiana University Applicant Monitoring Form” and a signed cover letter (scanned signatures are acceptable) via e-mail or if applicant’s e-mail address is not known, via the U.S. postal service. Directions should be given to e-mail the form back to the Affirmative Action Office to the_attention of aaoffice@iusb.edu or to send the form via the U.S. postal service to the attention of the Affirmative Action Office. Be sure to fill in the box on the Applicant Monitoring Form with the title of the job and the department. [VI]

A signature can be scanned into a file using a scanning machine. The signature can then be cut and pasted into the cover letter, which accompanies the AMF.

11. ( ) Committee Chair works to make sure dossiers are complete. [VIII.A]

12. ( ) After application deadline has passed, Committee carries out first screening of candidates, and sends in writing to Dean the justification for and names of candidates it proposes for placement in certain tiers. [VII.B,C]
13. (  ) After Dean approves the tiers, the information is forwarded to VCAA and AAO for their joint approval.

14. (  ) If necessary, committee conducts further screenings using the procedures in 12 and 13. [VII.C.]

15. (  ) Committee does final screening and proposes candidates it wants to bring to campus for interviews. Committee Chair writes Dean and provides justification for and names of candidates it wishes to bring to campus for interviews, justification for and names of candidates it proposes holding in reserve, and justification for and names of all remaining candidates it wants to eliminate. [VIII.C.D.]

16. (  ) After approval by Dean, Dean forwards information in step 15 to VCAA and AAO for their joint approval. [IX.A.]

17. (  ) Committee Chair forwards proposed schedule of interviews to Dean for approval.

18. (  ) After Dean approves interview schedule, Dean forwards proposed campus interview schedule to the VCAA and AAO for their joint approval. [IX.A.]

19. (  ) VCAA and AAO approve the proposed schedule of campus visits. [VIII.E.]

20. (  ) Committee Chair schedules visits and publicizes them on campus. [IX.A,B.]

21. (  ) During the interview process, the Chair asks interviewees about their citizenship and/or work authorization status. [IX.D]

22. (  ) After all visits, Committee recommends candidates and submits list to Dean. The recommendation should include the job related reasons for the selection of certain candidates over others. [X.A.]

23. (  ) Dean makes recommendations to VCAA and AAO. [X.B.]

24. (  ) After the VCCA consults with the AAO and the Chancellor, if needed, he then instructs the Dean to make a verbal offer to the candidate. [X.C.]

25. (  ) Immediately upon acceptance of verbal offer, the Dean will direct foreign nationals to the Office of International Services (OIS) in Bloomington to ensure that work authorization paperwork is processed in a timely manner. [X.D]

26. (  ) Upon acceptance of verbal offer, the VCAA and AAO are made aware of the verbal acceptance. The VCAA then sends a formal offer letter to selected candidate. [X.E.]

27. (  ) Committee Chair sends letters to unsuccessful candidates. [XI.A]

28. (  ) Committee Chair files Search and Screen Committee Final Report with AAO. [XI.B]

Approved by the Chancellor and Vice Chancellor for Academic Affairs, September 2004.