FILLING LIBRARY FACULTY VACANCIES
(Revised: 7/26/04)

The Associate University Librarian for Organizational Development is responsible for the overall process of faculty hiring. All staff involved in the search and screen process should consider the following practices:

- The deliberations regarding the candidates, and any other evaluative information regarding candidates should be kept confidential.
- It is the responsibility of everyone associated with the search to be objective and non-discriminatory, while remaining open to diverse perspectives and possibilities.
- To the greatest extent possible, the search and screen process must be consistently carried out at each step by everyone involved.
- The University and the Library are committed to recruiting and retaining minority faculty. The hiring manager/department head, AUL/Deputy, and the committee should engage in vigorous activities to recruit minority applicants. These activities can include soliciting names of potential candidates or making contact with others who could suggest candidates.

Procedure:

1. Vacant faculty positions revert to the Library’s central pool of open positions. New positions are allocated based on funding availability and Library priorities. Whether a position is to be filled or if the hiring manager/department head would like to create a new position a “Request to Fill a Position Vacancy” should be submitted to the appropriate AUL/Deputy for approval at Deputy Council with the necessary information and justification. The position is reviewed by Deputy Council to determine if it is best utilized in the current capacity or should be redefined or transferred elsewhere. Attach the current, updated or new job description to the request. The AUL/Deputy will notify the hiring manager/department head of the Deputy Council decision. If the position is approved the AUL for OD will initiate the search and screen process.

2. When filling vacant or new positions the hiring manager/department head, AUL for OD, and the appropriate AUL/Deputy will discuss possible members of the search committee, and the committee chair. Typically the committee chair is not the hiring manager in the process but a facilitator, guiding and assisting the committee in its task contributing structure and process so the committee is able to function effectively. A facilitator should be neutral with no decision-making authority. All levels of staff should be considered for committee appointments. The size of the committee should be as manageable as possible with typically no more than eight members. Consider the following in discussions regarding committee membership:
   - At least one member should have sufficient knowledge of the content area
   - One member should be knowledgeable about EEO and AA
   - Every effort should be made to appoint women and minority group members, and/or a member of the Multicultural Issues Committee when possible.
   - Committee members should be available during the period of the search. Members who will be on extended vacations or involved in projects which will not allow them to devote sufficient time to the search should not be selected. Alternately, the search might be postponed until all committee members can participate fully.
The AUL for OD will contact the selected individuals to serve on the committee. Supervisors should be contacted regarding this appointment when possible. The AUL for OD, or designate, serves as an ex-officio member on all search committees. This ex-officio member will monitor the search process, provide knowledge of EEO and AA considerations, and university policies, provide access to administrative support if needed and ensure that the appropriate reports and forms are completed by the committee and sent to EO/AA and the Provost’s office. (After the committee is selected and before the position is advertised, Library Human Resources (LHR) completes EO/AA form Appendix A: (data on the committee).

3. Once the members of the committee are determined the AUL for OD will forward to the committee the procedure for filling the position, the job description, the position posting and the committee charge.

4. The AUL for OD will meet with the committee chair to review search and screen procedures, and determine a timeline for the search prior to the first meeting of the search and screen committee. The Committee chair will also meet with the hiring manager/department head to discuss any background information regarding the position, a general overview of qualifications and skills needed for the position, and any other information the hiring manager/department head deems necessary.

5. The posting developed by the hiring manager/department head in consultation with the appropriate AUL/Deputy and with input from the committee if possible, will be advertised broadly. Library Human Resources distributes the posting to publications (print and online), listservs, ARL libraries, library schools, and a list of identified recruitment sources for minority groups.

6. Notification of the search and the members of the search committee will be distributed to Library staff.

7. The committee chair will convene the search and screen committee within one week of the appointment of the committee. The committee chair invites an EO officer to this meeting to explain EO procedures and concerns and the hiring manager/department head.

8. At the first meeting the chair and the ex-officio member review the search and screen procedures, the job posting and the timeline for the committee. Any necessary information regarding member availability should be addressed during the meeting. The hiring manager/department head is available for questions, and reviews for the committee background information regarding the position, a general overview of qualifications and skills needed for the position. The search committee will review and determine advertising and recruitment strategies, and devise a candidate rating sheet based on the published qualifications for the position. During this time the committee can also prepare telephone reference and interview questions.

9. LHR copies applications as they are received and sends them to each committee member, who rates each candidate promptly so that all ratings are completed shortly after the advertised date. LHR sends each applicant an acknowledgment letter. A copy of each application should also be forwarded to the hiring manager/department head for review.

10. Within one week after the advertised date, the committee will meet to review all applications and ratings for each candidate. The committee decides for whom references should be solicited and contacts the candidate to gain approval to contact references. Members of the committee make telephone reference calls to the people listed as references for the selected candidates. Each person making a call takes notes and transcribes them for the committee.
11. Once the committee has reviewed references they will determine potential interviewees. The
chair of the committee will review the list of potential interviewees with the hiring
manager/department head. The hiring manager/department head will review and provide input.
If there are questions regarding a particular candidate of interest this should be discussed by the
hiring manager/department head and the chair of the committee. It may sometimes be necessary
for the hiring manager/department head to hear the perspective of the committee if questions
arise or to discuss the committee decision with the AUL for OD.

12. The chair and/or other members of the committee call potential interviewees for a preliminary
screening telephone interview. In some cases, matters such as the salary expectations of the
candidate may be discussed. Based on the references, applications and telephone interview, the
committee recommends to the hiring manager/department head and the AUL for OD
candidates to invite for interview. After the candidates have been selected and before they are
interviewed, LHR completes EO/AA form Appendix C (data on applicants passing vita review
and chosen for interview).

13. Library Human Resources calls each of the candidates to make the formal offer of an interview,
arrange a date, and local accommodations and travel. The committee should recommend to
LHR the interview schedule in consultation with the hiring manager/department head. The
interview schedule will include:

• A meeting with the hiring manager/department head, the Director of Human
  Resources, and the search and screen committee.
• An open meeting with a presentation by the candidate. Topic to be determined by
  the hiring manager/department head and the search and screen committee.
• An opportunity for the candidate to meet library staff and tour the area directly
  related to the position.
• A meeting with the AUL for OD and the appropriate AUL/Deputy.
• A meeting with the Multicultural Issues Committee and the Promotion Review
  Board.

14. The committee chair or the Director of Library Human Resources is responsible for seeing that
each candidate has transportation to and from the airport and the Library. The committee chair
and LHR are also responsible for seeing that the candidate is taken for meals and tours and other
events when no other activities are scheduled.

15. The chair solicits evaluations of the candidate from key staff who participated in the interview
process and individuals who attend the open presentation. Copies of these evaluations should be
discussed by the committee during deliberations. Copies of the evaluations should also be
forwarded to the hiring manager/department head and the appropriate AUL/Deputy.

16. After all candidates are interviewed, the committee chair prepares a report outlining strengths
and weaknesses of each candidate interviewed as it pertains to the job criteria for the position. If
the committee is particularly impressed by a candidate they can note it in the report with
justification. The committee chair submits this report to the hiring manager/department head
and to the appropriate AUL/Deputy. The hiring manager/department head, the AUL/Deputy
for the area and the AUL for OD, will make the final recommendation for hire and the terms of
the offer. This decision and the terms of the offer should be approved by the University
Librarian. LHR completes EO/AA Appendix D (data on candidate recommended) with the
justification attached.
17. The AUL/Deputy for the area discusses the terms of the proposed offer with the candidate. If the candidate is willing to accept an offer, Library Human Resources contacts the unsuccessful candidates who were interviewed. LHR sends letters to the unsuccessful candidates who were not interviewed.

18. The University Librarian sends an offer letter to the candidate. Copies of the offer and acceptance letters are sent to the Provost. LHR processes the transaction online. The supervisor announces the vacancy has been filled. The AUL sends thank you letters to the committee members.

19. If the offer is not accepted, the hiring manager in consultation with the AUL/Deputy for the area discusses whether an offer should be made to one of the other candidates interviewed, if the committee should review applications received after the closing date, or to re-advertise the position.