Recruitment and Hiring for Tenure-Track Faculty Searches

Note: There are additional requirements for Discovery Theme Initiative (DTI) searches as outlined in the DTI Administrative Guide.

Recruitment Resources for Faculty Search Committees

- Please review the Recruitment Tips and Guides provided by The Women’s Place on effective searches that includes appointment of an Affirmative Action Advocate.

- The college will provide $5,000 per search for search related expenses including advertising placed by the department and campus visits. The recommendation is that there are no more than 3 candidate visits per search. You can choose to allocate the funds to cover more than 3 candidate visits, keeping in mind that the college will only cover up to $5,000 per search.

- Three recruitment folders per search will be delivered to your department. The folders contain print information about Columbus, OSU and benefits. The folders can be given to candidates during their on-campus visit. You can add specific information/brochures regarding your department to personalize the recruitment folders for your candidates. Please contact your division HR Manager if you would like to request additional packets and I will have them delivered to your department.

- The Columbus Visitor Bureau and a Columbus Region website that provide terrific information about Columbus for recruits, including a Cost of Living Calculator.

- ASC Faculty Affairs will follow up with you soon about meeting with search committees to provide best practices for managing implicit bias and fostering diversity in searches.

Campus Visits

- The Divisional Dean must review and approve the list of potential campus visit candidates prior to extending an invitation to visit campus through the Diversity Form found on the Administrative Gateway website.

- Final candidates selected for on-campus interviews must meet with the Divisional Dean as part of their campus visit. Candidates for senior faculty positions must also meet with Dean Manderscheid. Please contact your Divisional Dean's Executive Assistant to schedule appointments

- Please look at the College of Arts and Sciences website for a listing of departments and centers. Please consider scheduling meetings with the areas on this list as part of the campus visit for your faculty candidates. We would encourage you to share this link with individuals invited for on-campus interviews in order to identify which centers or programs may be of interest to the candidate.

- Divisional HR Managers are available to meet with candidates during their campus visit at your request to discuss HR issues such as benefits coverage and immigration. This is not a required component to the campus visit, but may be helpful for some candidates. To schedule an appointment please contact the ASC HR Office.

Making an Offer

The following process defines the steps that should be taken when offering a tenure track or tenured faculty position.

- After the search committee makes a recommendation for hire, the department chair should schedule a conversation with the Divisional Dean to discuss the pool of candidates, the
recommendation and the details of the offer. Departments should refrain from making verbal or written offers prior to speaking with the Divisional Dean. Please contact the assistant to the Divisional Dean to schedule appointments.

- When negotiating with a candidate, following the approval to offer conversation with the Divisional Dean, the chair typically will call the candidate with the approved terms of offer. The verbal offer can be followed by an e-mail that states, “This is a summary of our preliminary discussion of proposed terms.” As negotiations progress, e-mail exchanges are allowed as long as they are placed in the context of this “summary of proposed terms” context. Should something other than what was agreed to in the meeting with the Dean be necessary, approval must be sought from the Divisional Dean.

- Once a verbal agreement has been reached with the candidate, the chair will communicate approved offers to the Divisional HR Manager in the ASC HR Office. The attached spreadsheet outlining the financial commitment by the college and department for the hire should be completed and submitted to the Divisional HR Manager. This spreadsheet will be reviewed by the Division Finance Manager, Kimberly Kinsel and the Divisional Dean. Any revisions necessary to the financial commitment spreadsheet will be communicated to you as soon as possible.

- The Divisional HR Manager will draft the formal offer letter and route the letter to the appropriate individuals for review and signature using DocuSign. Please note that offer letters for senior rank faculty positions must receive approval from OAA prior to being signed and sent to the candidate. Discovery Theme Searches also require the approval of the Discovery Theme Lead and Brad Harris.

- The candidate indicates formal acceptance by signing the letter using DocuSign. A copy of the fully signed letter will then immediately be sent by email to the department and college office.

- All searches must be concluded before May 1, 2018.

Search Documentation to Maintain for Permanent Residency Filings

The university requires permanent residency in order to grant tenure. It is important to document searches, so that your department is prepared for permanent residency filing if needed for your new faculty hire. The following documentation should be maintained.

- The college can provide copies of the Arts & Sciences Inside Higher Ed ad; however, units must provide copies of any and all other advertising done for each position. It would be best to have a printout from each day such ads appeared; however if this is not possible you should be sure to have documentation of the dates from the ad placement, in addition to a copy of what was placed. It is EXTREMELY IMPORTANT to note the EXACT dates of each ad, and the FULL NAME of the publication and/or websites on which the ads appeared, with respect to EACH SPECIFIC HIRE. In other words, when recruitment for a faculty position is concluded, we need the places and dates of all ads that constituted recruitment for that specific position.

- Total number of applicants.

- The names and institutions of each finalist.

- The reasons why each finalist not chosen was less qualified than the individual ultimately selected (or that the other finalists rejected the offer, or took jobs elsewhere, etc.). Note that it is also OK to explain why the selected candidate was better than the others. In the case of a University teaching position labor certification, the applicable legal standard is “no equally qualified U.S. workers” who are ready, able, and willing to take the job.