

University of Minnesota, Morris

Academic Search Procedures

Revised 11/11

(If position is grant funded, always route documents through the Grants Development Office before sending them to UMM HR.)

Getting Started

- **Determine position availability.**
(Hiring Authority, Dean or Vice Chancellor, and Chancellor must seek Vice Chancellor/DC group approval, as appropriate.)
- **Review the “Guidelines for Recruiting and Appointing Academic Personnel.”**
(This information is also available at the following web address: <http://www.eoaffact.umn.edu/services/employment/searchprocess.html>.)
- **Preparation of the job description.**
(Prepared by the Hiring Authority, See “Guidelines” appendix F3: Full Position Description/F5: Qualifications.)
- **Determine the scope of the search: limited local, regional, national search, etc.**
(Consultation with Human Resource Officer and Hiring Authority.)

Procedure to conduct a Search

- **Appoint the search committee.**
(Appointed by Hiring Authority. See “Guidelines” Appendix D - Getting the Most from the Search Committee Process.)
(A tenure search should have 5-8 members, other searches, 3-5 members. Include a person of color and a member from outside the discipline.)
- **Prepare the Online Requisition at <https://employment.umn.edu/hr> . Submit for approval to Dean/VP, then HR Pro.**
(See “Guidelines” Appendix A - Recruiting a Diverse..., and Appendix F - Documentation for Recruiting....)
(If there is a search committee, establish “Guest User” information and send to committee.)
(Prepared by Hiring Authority in consultation with Search Chair. Salary (or salary range) and application deadline must be included.)
- **When notice of the approval of the requisition is received, advertise the position and recruit candidates.**
(See “Guidelines” Appendix A6 - Advertising Your Position and Appendix A - Recruiting a diverse, quality pool of applicants.)
- **Affirmative Action tracking**
(Applicant will complete affirmative action tracking information on-line at the time that they apply for the position.)
- **First official meeting of the search committee.**
(Must include all members of the search committee and the Equal Opportunity Officer, preferably before the application deadline.)
(Faculty searches: include the Dean and Division Chair. P & A searches: include the hiring authority and appropriate Vice Chancellor.)
- **Screen applications.**
(Must use the criteria on approved Requisition form. Any changes to criteria must be approved by VC and EO/HR.)
- **Submit the interview pool for approval.**
(Hiring Authority submits the [Pool Approval memo](#) to Dean/VP then HR Pro for campus approval, prior to doing any telephone or any interviews.)
(Composition of the pool must reflect the EOAA data. Suggest 6 – 10 candidates for preliminary interviews/ 2-4 for on campus interviews.)
- **Contact approved references.**
(You must contact the references that the candidate has submitted at the committee’s request.)
- **Conduct interviews.**
(See “Guidelines” Appendix E - Building a positive relationship with a future colleague.)
(All questions must be agreed upon in advance. Interview schedules, within a search, must be consistent.)
- **Committee submits candidates for consideration by the Hiring Authority.**
(These should not be ranked, but may include strengths and weaknesses.)
- **Approval to make offer.**
(Hiring Authority submits completed [Pool Approval memo](#), page 2, to Dean/VP then Human Resources for approval to hire.)
(Must include candidate’s CV and statement of past experience and related commitment to diversity.)
- **Prepare Appointment Form and Letter of Offer.**
(Upon receipt of approval to hire, the Hiring Authority prepares an [Appointment Form](#) and submits it to Dean/VP then HR (attach candidate’s CV and verification of highest degree.) Letters of offer for full time positions will be prepared in the Chancellor’s Office. Part-time/rehire letters are prepared in the division/department with a copy to the Chancellor. Requirements for letters are at: <http://www1.umn.edu/ohr/toolkit/letters/index.html> . Departments are responsible for communicating to applicants that the position has been filled.