

## Search Process FAQ

### **1. Does a student really need to be on the search committee?**

*Yes. According to NDSU Policy 339; Every **\*faculty** recruiting committee will include faculty from the unit and at least one student.*

*\*faculty – meaning a position with teaching responsibilities.*

### **Does the student have to be an undergraduate?**

*The department may choose to have undergraduate student, a graduate student or both.*

### **2. Is it okay to place a summarized advertisement in publications redirecting applicants to NDSU's website? If so, what are the essentials needed in the advertisement?**

*It's acceptable to use a shortened version of the position announcement when placing advertisements in publications that charge by the word or column inch. Shortened versions must include at least the position title and department, the closing date or date for screening to begin, the NDSU URL for the complete announcement, and the phrase NDSU is an Equal Opportunity Institution.*

#### **Example**

*North Dakota State University has an opening for an Assistant Professor in the Department of \_\_\_\_\_. Screening will begin October 1, 2006 and remain open until filled. For a complete description go to: [http://www.ndsu.edu/ndsu/jobs/non\\_broadbanded/index.shtml](http://www.ndsu.edu/ndsu/jobs/non_broadbanded/index.shtml). NDSU is an Equal Opportunity Institution.*

### **3. Do you recommend listing salary in our advertisements?**

*As a rule of thumb, advertising the salary is probably not a good idea since our salaries are often assumed not to be competitive, and applicants may have no idea about our benefits or how cost of living here might compare to other places. In addition, the salary is often at least somewhat negotiable at the time of offer. Questions about salary should be referred to either the department head/chair or the search committee chair who should work with the department chair/head to determine how best to handle the salary questions. Discussions about salary are best they can be done in person where other topics such as our benefits package and the local cost of living can be reviewed.*

### **4. Can we ask for supplemental material from applicants once initial screening has been done? If so, how do we do that?**

*After doing an initial screening of the applicants, the search committee may wish to request supplemental information/material (a portfolio, course syllabi, reprints, statement of teaching philosophy, etc.) from those applicants who meet the minimum qualifications **and** in whom the committee is still interested. All applicants who continue to be considered should be asked in writing (hardcopy or electronic) to submit whatever the committee identifies as supplemental information/material. The applicants from whom supplemental information/material is requested must submit it in order to continue to be considered.*

### **5. How do we treat deadlines with “Open until filled” postings? How long can we leave them open?**

*The idea behind an “Open Until Filled” posting is flexibility to help assure a reasonable pool of applicants for consideration. The committee should decide after the advertised date if they want to actively continue to encourage applications. If they do not, the search chair should notify the Office for Equity and Diversity and the position postings will be taken off the websites. All applications received after that date should be treated consistently; that means either they are all considered along with the rest of the applications until the committee*

*reaches a point in the process that they feel they no longer want to review new applications OR they are all held for possible consideration if the initial pool of applications does not produce interview prospects. There are a variety of circumstances that may arise related to applications received after the announced date and search committee chairs should consult with the Office for Equity and Diversity with their questions or when unforeseen circumstances complicate decisions about these applications.*

*Any search that is not successful by the end of the fiscal year in which the closing date or the “until filled” or “screening will begin” date occurs must be closed and reopened by filing a new Request to Recruit with a new date and processed for approval signatures along with the necessary attachments. Please contact the Office for Equity and Diversity if there are questions about this requirement and the appropriate procedures.*

**6. Do you recommend a minimum number of applicants received before we start screening or setting up interviews?**

*No. An “adequate pool” depends on the market in a particular discipline. Some searches may receive hundreds of applications while others may receive just a handful. Search committee members should have knowledge about the availability in their discipline or the desired subdiscipline and should use that knowledge to decide whether to continue with screening or readvertise and extend the search. One consideration in this decision-making is the diversity of the pool as well as the adequacy of its size.*

**7. How should we treat incomplete applications?**

*Applicants with partial files can be rejected on the basis of an incomplete application or they can be contacted and encouraged to submit all the required application material so that they can be considered. How a search committee handles incomplete applications will most likely depend on the size of the applicant pool, but the search committee must treat incomplete applications consistently and applications that continue to be incomplete may not be considered.*

**8. Are there any resource materials available to familiarize applicants with the F-M community?**

*Information regarding the City of Fargo can be found at <http://www.ci.fargo.nd.us/>, and information regarding the City of Moorhead at <http://www.ci.moorhead.mn.us/>. Local realtors are another good resource that may be used with applicants; arranging for a community tour with a realtor can provide a different perspective about the community, the schools, cultural and recreational offerings.*

**9. Do you have any suggestions on the whole process of reference checking?**

**See section 4 on reference checking in the Tip Sheet at [http://www.ndsu.edu/equal\\_opportunity/resources/tips.shtml](http://www.ndsu.edu/equal_opportunity/resources/tips.shtml)**

**and the Reference Checking Guidelines at [http://www.ndsu.edu/equal\\_opportunity/resources/ReferenceCheckingGuidelines.pdf](http://www.ndsu.edu/equal_opportunity/resources/ReferenceCheckingGuidelines.pdf)**

**Both of these resources are in the Recruitment and Hiring section of the Office for Equity and Diversity web site ([http://www.ndsu.edu/equal\\_opportunity/resources/index2.shtml](http://www.ndsu.edu/equal_opportunity/resources/index2.shtml)).**

**10. Should all interviews be done in the same manner (personal, phone, video)?**

*All interviews should be done in the same manner to ensure consistency and fairness to the applicants. Phone or video interviews are generally used only as an intermediate step to decide which candidates will be invited to campus for personal interviews.*

**11. What suggestions do you have to successfully recruit diverse applicants?**

*Be proactive. Talk with colleagues at other universities. Be clear that we are interested in attracting a diverse pool; talk about the diversity initiatives at NDSU. Seek out graduate students from traditionally underrepresented groups at professional meetings and talk to them about NDSU. Attend graduate student seminars at professional meetings and look for prospects. Personal contact is extremely important for effective recruitment. Use the resources available on the Office for Equity and Diversity web site intentionally and strategically.*

*Laying the ground work ahead of time is also smart. If you think there may be a position opening in your department in the near future be sure to talk with colleagues at professional meetings. Talk positively about NDSU and the community to help overcome some of the assumptions that people tend to have about the Midwest and especially North Dakota. Encourage them to alert their graduate students to the opportunities here.*

**12. We recently completed a search and now find, due to a resignation, that we have a second available position with the same qualifications. Can we go back to that applicant pool to fill this position or do we need to do another search?**

*If your recent search was within the current fiscal year (July 1 – June 30) you may go back to that search and offer the position to the next best candidate or to do additional screening and interviewing. Obviously, the longer ago the search was conducted the less likely it is that those applicants are still available. Consulting with the Office for Equity and Diversity is a good idea when this type of situation arises.*