

# Specialist Search Process

## Search Committee Makeup

- A minimum of five individuals on each committee. Make sure to consider a diverse group of people to serve.
- The hiring authority (supervisor) should not be the chair of the committee. They should not be part of the search committee but can be in certain circumstances.
- Some departments (for tenure-track positions) require a search chair who is a full professor.
- Committee should include Extension specialists and agents.

\*Search chair must have attended search committee training within the last three years.

## In-Person Interview Schedule

The interview process may be one to two days for each candidate.

Tenure-Track Specialists	Non-Tenure-Track Specialists (Not at REC)	Specialist at REC
<ul style="list-style-type: none"> <li><input type="checkbox"/> Interview with search committee</li> <li><input type="checkbox"/> Presentation to specialists and agents in program area, department faculty and graduate students in department</li> <li><input type="checkbox"/> Meeting with specialists in program area</li> <li><input type="checkbox"/> Meeting with department faculty</li> <li><input type="checkbox"/> Meet with department chair</li> <li><input type="checkbox"/> Meet with Extension program leader</li> <li><input type="checkbox"/> Meet with Extension associate director</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interview with search committee</li> <li><input type="checkbox"/> Presentation to specialists and agents in program area</li> <li><input type="checkbox"/> Meeting with specialists in program area</li> <li><input type="checkbox"/> Meet with department chair (if applicable)</li> <li><input type="checkbox"/> Meet with Extension program leader</li> <li><input type="checkbox"/> Meet with Extension associate director</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interview with search committee</li> <li><input type="checkbox"/> Presentation to specialists and agents in program area</li> <li><input type="checkbox"/> Meeting with specialists in program area</li> <li><input type="checkbox"/> Meeting with agents in program area</li> <li><input type="checkbox"/> Meeting with REC faculty/staff</li> <li><input type="checkbox"/> Meet with REC director</li> <li><input type="checkbox"/> Meet with Extension program leader</li> <li><input type="checkbox"/> Meet with Extension associate director</li> </ul>
<b>Optional</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with agents in program area</li> <li><input type="checkbox"/> Meeting with advisory groups/ stakeholders</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with agents in program area</li> <li><input type="checkbox"/> Meeting with advisory groups/ stakeholders</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with advisory groups/ stakeholders</li> </ul>

- Optional, but highly encouraged –Campus tour (if applicable)
- Meals with various members from above (two to three people plus the candidate at each meal)
- Time with a realtor to tour area (if candidate is from out of the area)

Remember, the candidates are interviewing us as much as we are interviewing them.

# Funding for Searches

The Extension associate director will reimburse departments and program areas for all expenses related to a search for an Extension specialist. But, all expenses must be paid up front by the department or program area, and the following form must be submitted for reimbursement.

Department or Program Area to be reimbursed: \_\_\_\_\_

Extension specialist position search: \_\_\_\_\_

How many candidates were interviewed: \_\_\_\_\_

## Expenses

### Recruitment expenses

Location and cost: \_\_\_\_\_

Location and cost: \_\_\_\_\_

Location and cost: \_\_\_\_\_

Location and cost: \_\_\_\_\_

Location and cost: \_\_\_\_\_

Location and cost: \_\_\_\_\_

Total: \_\_\_\_\_

Number of meals: \_\_\_\_\_

Total: \_\_\_\_\_

### Travel Expenses for Candidates

Candidate #1: \_\_\_\_\_

Candidate #2: \_\_\_\_\_

Candidate #3: \_\_\_\_\_

Candidate #4: \_\_\_\_\_

Total: \_\_\_\_\_

Travel Expenses for Search Committee Members: \_\_\_\_\_

**TOTAL REIMBURSEMENT REQUEST:** \_\_\_\_\_

*Submit this form to the NDSU Extension associate director and cc the Ag Budget director.*