

## RECRUITMENT STAGE

### Market the Position and the College

- Send an electronic copy of the approved position announcement and a one paragraph synopsis of the ad for inclusion in a college-wide ad to the office of the Dean of the College ([doc@stolaf.edu](mailto:doc@stolaf.edu)) for posting on the Dean of the College's web page (and elsewhere).
- Place the approved position announcement on the department's web page.
- The position should be broadly advertised. Advertising copy should be succinct and based on the information in the position announcement. Positions should be advertised:
  - in appropriate professional journals;
  - to the leading graduate departments in the relevant discipline;
  - to scholars in the field known to members of the department to solicit names of qualified candidates — especially women and underrepresented minorities;
  - to carefully identified candidates who might not apply otherwise.

The Associate Dean, the Assistant to the President for Institutional Diversity, and the Assistant Provost must be consulted regarding the text of all advertisements.

- The Provost's Office will arrange for a single college-wide advertisement listing all open tenure-track positions to appear in *The Chronicle of Higher Education*, *Diverse*, *Hispanic Outlook*, *Women in Higher Education*, *Indian Country Today*, and *Insight Into Diversity*.
- Whenever possible, enlist the campus community (students and staff as well as faculty) in efforts to market the position. Encourage members of underrepresented groups who are familiar with the college to identify and nominate potential candidates.
- Develop a process for members of the search committee or departmental faculty to make personal contact with potential candidates at professional meetings and conferences.
- The Assistant to the President for Institutional Diversity can provide assistance to the recruiting department on matters of advertising and recruitment.
- If departmental representatives conduct preliminary interviews of candidates at a professional conference or elsewhere, each candidate should be provided with a copy of the "St. Olaf College Recruitment Statement." Interviews with candidates should not be conducted in hotel rooms where a parlor/common area are not accessible.
- Develop an information packet to be sent to the candidates selected for an on-campus interview that includes the college's mission statement, a copy of Section 4.VII of the *Faculty Manual*, and the department's statement on significant professional activities. It should also include brochures about the college, the Center for Innovation in the Liberal Arts (CILA), and the local community.

## Communications

- Keep the Associate Dean and the Assistant to the President for Institutional Diversity informed about the status of your recruitment efforts. In particular, the Associate Dean and the Assistant to the President for Institutional Diversity should be made aware of special efforts to identify persons who show promise as potential faculty members.
- Date all application materials and inquiries as they are received.
- The search committee chair should acknowledge the receipt of each application in writing using People Admin. In this acknowledgment, applicants should be told when they may expect to be notified if they are to be interviewed. This letter does not need to include a lot of detail or to be personal, but the following paragraph *must* be included in this letter:

In compliance with the Crime Awareness and Campus Security Act (also known as the Clery Act), St. Olaf College has posted the required information on the Internet for current students and employees as well as prospective students and employees. Clery Act information is contained in a larger document, entitled *FYI*, which includes information about college policies, services, and resources. The Clery Act section of *FYI* discusses campus policies, safety and security measures, crime prevention efforts, procedures to follow when a crime has been committed (including who should be contacted), and crime statistics for the previous three calendar years. This information can be found at <http://www.stolaf.edu/stulife/deanofstudents/fyi/index.html>. A paper copy of the Clery Act information is available upon request from the Office of Human Resources.

- Determine how and when information about incomplete applications will be communicated to candidates.
- Keep all nominations, applications, and inquiries about the position on file. Also keep copies of all correspondence — paper or electronic — related to the search process. If a standard acknowledgment form letter is used, simply mark each inquiry or application with a notation and date as follows: “Acknowledgement sent 10/10/10” and indicate whether the application was complete or incomplete at the time the acknowledgement was sent. All records related to a search should be kept in a secure location for thirteen months following the conclusion of a search.
- In general, all inquiries and requests for information about an advertised position should be referred to the chair of the search committee.
- Determine how the search committee members will communicate with each other as well as how and when the committee will communicate with the department, others in the campus community, and candidates. Discuss confidentiality issues with committee members and faculty members in the department before the review of applications begins. *Comments about candidates should never be communicated via email.*
- Develop a way to keep departmental faculty informed about the progress of the search process without breaching confidentiality. The Associate Dean and Assistant Provost may be consulted to assist.
- Establish a clear understanding of the search committee’s role. In some departments, the committee is authorized only to recommend the semi-finalist candidates to be considered for on-campus interviews. In others, the committee identifies the finalists,

coordinates the on-campus interviews, and makes a hiring recommendation to the department chair.

- A determination of the scope and responsibilities of the outside faculty members should be clarified at the beginning of the process. A determination of their voting privileges should also be clarified prior to the on-campus interview stage.