

Faculty Recruitment - Procedure

Purpose: The CEHD follows NDUS and UND policies and procedures for the recruitment and hiring of faculty. This ensures equitable treatment of candidates and the most qualified pool of candidates for selection.

Contacts:

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Resources:

[Academic Affairs Recruitment Procedures](#)

Procedure:

Prior to beginning any recruitment process, the faculty should refer to the [Academic Affairs Recruitment Procedures](#) to ensure the most current forms are being used and the proper institutional procedure is being followed.

Request to Recruit (R2R) Process:

1. Department Chair completes appropriate Request to Recruit form for the desired position type, located on the [Academic Affairs Recruitment Procedures](#) website.
 - a. These following fields can be left blank:
 - Job code
 - Funding Source(s)
 2. Search Committee Chair (SCC) is appointed by Department Chair.
 3. SCC and Department Chair will collaborate to appoint the Search Committee (SC) members.
 4. Department Chair sends R2R form and list of search committee members to Joni McEnroe for final completion and routing for signatures. (Do not sign before sending to Joni).
 5. Joni will schedule meeting with SC to discuss hiring process.
 6. Joni will finalize R2R and route for signatures through DocuSign.
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Job Posting Process:

1. Once R2R is approved by Provost, Search Committee Chair (SCC) will complete [Faculty Job Posting Template](#) using current form on Provost website.
2. SCC will also complete [100 Point Screening Sheet](#) using form on Provost website. This should replicate the preferred and minimum requirements of the position.
3. SCC will email both completed Faculty Job Posting Template and 100 Point Screening Sheet to Joni.
4. Joni will send both documents to Heather Wages/Provost Office for approval.
5. Upon approval, Joni will upload information into UND's Recruiting Solutions system and will indicate search committee members.
 - a. NOTE: If a faculty member has not completed UND's Interview Team/Search Committee training, Heather Wages will contact the faculty member and send the SafeColleges link for training. Training must be completed before the position closes in order for the faculty member to participate in the interview and hiring process.
6. Becca Berge/HR will approve position for posting and post to UND's website. *(Note: UND HR automatically posts positions to a list of external recruitment sites as well. This may take up to 24 hours for the position to appear).*
7. SCC will notify Joni of other recruitment sites/avenues for marketing the position. Joni will submit for posting to any sites not already covered by HR.
8. Joni will post all positions to Chronicle of Higher Education recruitment site. *(Note: Due to limitations with the Chronicle, Public Health positions cannot be posted with the Chronicle. Other external sources will be determined, as needed).*
9. Once position is posted, Joni will send direct link to the position to the committee. Committee members can market this to other appropriate listservs and social media as able.

Interview Process:

1. Once position closes, HR will route all applicants to the search committee members.
2. SC should follow the interview process as outlined on the [Provost website](#).
3. Upon completion of phone/Zoom/distance interviews, the College will support bringing up to 2 candidates per position for an on-campus interview.
4. Refer to the [Faculty Search Group Meals Policy & Procedure](#) and the [Candidate Reimbursement Policy & Procedure](#) for details on approved expenses and the expense reimbursement process.

Hiring Process:

1. Once the search committee selects the candidate for hire, the SCC will inform the Department Chair.
2. Department Chair will complete the Letter of Understanding (LOU) using the most current form on the [Provost's website](#).
3. SC will complete the Interview Summary Sheet (ISS).
4. SCC will send the final ISS, indicating the interview method (in-person or Zoom), 100 Point Screening Sheet, and LOU to Joni via email.
5. Joni will send the final hiring package to Heather/HR, cc: Department Chair, for review and approval.
6. Once approved, HR will notify Joni.
7. Joni will notify Department Chair and SC members.
8. Chair will extend offer to candidate.
9. Once LOU is finalized and signed, Department Chair will send to Joni.
10. Joni will submit hire in Recruiting Solutions.