Faculty Recruitment and Selection: A Guide for the Minot State University Faculty Search Committee

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Purpose
This guide supports search committees in recruiting and hiring full-time, tenure-track, and probationary faculty, ensuring a transparent and equitable process aligned with MSU and NDUS policies.

Pre-Search Preparation

1. Justification and Approval
   - Department chairs meet with AVPAA/VPAA to justify the position
   - New ongoing positions require presidential approval and should be supported with program data during the annual budget process
   - Position initiated in Recruiting Solutions (Campus Connection)

2. Drafting Job Posting Job ad must include:
   - Position title, rank, department, contract length, and start date
   - Responsibilities and qualifications
   - University/department description
   - Salary range, application instructions, and required EEO/AA/veterans statements.

3. Advertising
   - Automatically posted on MSU HR site, HigherEdJobs, and Indeed.
   - Departments may advertise in discipline-specific journals or networks
   - Save copies of all advertisements
   - VPAA offers $2000 in advertising/interview support per search (not per candidate), coordinate spending with administrative assistants. Any amount over $2000 will be covered by the department.

Committee Formation and Initial Screening

4. Forming the Search Committee
   - Minimum of three faculty from the department plus one external member.
   - Optionally include a student representative
   - Appoint a chair (coordinates search, contacts candidates, manages records) and secretary (records meeting minutes)

5. Search Committee Responsibilities
   - Coordinate with HR and AVPAA to ensure policy compliance
   - Maintain confidentiality and secure digital records

6. Application Screening
   - Use a standardized rubric or scoring matrix.
   - Determine which candidates meet minimum qualifications.
   - Notify applicants of receipt/status via email.
   - Consider alignment with teaching needs, degree accreditation, and research fit
   - Applications from unaccredited institutions may be rejected
   - Use Recruiting Solutions to manage applicant folders and communications.

Interview Process

7. First-Round Interviews
    - Conduct all interviews via the same method (phone or virtual)
    - Prepare consistent questions based on the job description
    - Sample questions
        - What interests you in the role here at Minot State?
        - Describe your teaching style and classroom preparation.
        - How do you assess student learning?
        - Describe a challenging classroom scenario and how you handled it.
    - Do not ask prohibited questions (e.g. citizenship, religion, family status)
    - Questions must be shared with HR prior to interviews.
    - End interviews by describing next steps and inviting candidate questions

8. Reference Checks
    - Use a consistent set of questions
    - Assign references to committee members.
    - Document conversations (date, time, summary).
    - Inform candidates that references will be contacted.

Campus Visits and Selection

9. On-Campus Interview Planning
    - Schedule interviews with the department chair (if not on the committee), AVPAA, president, HR, and other stakeholders
    - Send calendar invitation to administration, HR and VPAA administrative assistant
    - Organize
        - Teaching demonstrations (required for teaching roles)
        - Research presentations if applicable
        - Student interactions
        - Campus tour
        - Meals or informal meetings with the search committee
        - Optional realtor visits
    - Provide candidate CVs to administrators at least one week before visit
    - Coordinate hotel, travel, and reimbursements
    - Campus visits must be shared with Academic Affairs and HR
    - Faculty candidates should not be in Minot more than two nights unless the weather prohibits

10. Final Candidate Selection
    - Collect feedback from all who interacted with candidates
    - Meet to evaluate and rank candidates
    - Submit recommendation and rationale to the AVPAA
    - AVPAA will make the official offer, including negotiation of salary

Hiring, Onboarding and Documentation

11. Offers and Contracts
    - Offers are contingent upon a satisfactory background check (24-72 hours).
    - President approves tenure credit (if applicable) up to 3 years.
    - Office contracts are sent post-clearance and signed by the President
    - Contract dates may be adjusted to attend New Faculty Orientation

12. Minimum Qualifications
    - Terminal degree (e.g., doctorate) required for probationary roles.
    - Masters with 18+ graduate credits in discipline may be accepted.
    - ABD hires must complete dissertation before start unless otherwise agreed.

13. Notifications
    - Notify non-selected applicants promptly
    - Finalists should receive personal communication post-decision
    - Keep all email records and materials for three years; required for visa support if hiring a foreign national

Additional Guidelines and Resources

14. Confidentiality and Records
    - Application materials are confidential unless a candidate is named as a finalist
    - Search chair must archive
        - Minutes, email correspondence, rating rubrics, itineraries
        - Summary report of the process and candidate pool to AVPAA

15. Failed Searches
    - Occurs when no candidate was selected or if a candidate was selected but did not accept the offer
    - If no suitable candidate is found, the chair and AVPAA will determine whether to reopen the search immediately or delay.

16. International Hires
    - If a foreign national is hired, coordinate with HR and legal counsel to ensure compliance with Department of Labor and USCIS requirements.

Important Links

MSU's faculty qualification policy
Sample job posting