

INTERVIEW PROCEDURES

Broadband 2000 - Faculty

A. Initial Procedures

Appointments to the Mayville State University faculty are made by the President of the University. Procedures used in the opening of faculty positions and in the selection of candidates are as follows:

1. The faculty needs of each department are determined on the basis of schedule requirements, anticipated enrollment, program development and anticipated retirements, resignations, and approved leaves of absence.
2. A position opening because of a retirement or resignation should be discussed by the Chair and the Vice President for Academic Affairs to determine whether the position requires a search. The Vice President for Academic Affairs then requests approval to search from the President. No search can be conducted without the President's approval.
3. A new position request requires budget approval from the VPAA, VPBA, and President. The department chair should develop a statement of need, using curriculum information, enrollment data and faculty loads to support the request. Requests for new positions should be submitted to the Vice President for Academic Affairs, and are subject to annual budgeting guidelines/process.
4. When the department chair receives approval to move forward, the chair will establish a search committee, prepare a vacancy notice in the recruitment software, and develop the screening sheet for initial review.
 - a. The Search Committee should include at least two faculty members, including the department chair. The department chair may chair the search committee.
 - b. The Search Committee should approve the vacancy notice and screening sheet before the position is ready to post.
 - c. The Search Committee should recommend locations for advertisement.
5. In order for an application to be considered complete, it should include a letter of application, a resume, at least three letters of reference, and undergraduate and graduate transcripts (unofficial transcripts acceptable for application, if hired official transcripts will be required). Departments may require additional materials as appropriate to the field of study.
6. The position will be posted via electronic means once MSU approvals have been secured in recruiting software. The chair should work with the Human Resources office to place ads in appropriate locations, based on the recommendations of the Search Committee.
7. The position must be posted for at least 15 business days.
8. The Human Resources office will conduct initial screening for Veteran's preference and release the applications after the closing date.

9. The Search Committee will review all complete applications and decide which candidates merit consideration as semi-finalists.
 - a. The Search Committee may conduct email, phone or video screening sessions to limit the pool.
 - b. The Committee must develop a standard set of questions, to be approved by VPAA or Director of HR, to ask semi-finalists and references when contacts are made.
 - c. Contacts will be made by the Chair or by a member or members designated by the Chair. All notes taken during this process become part of the search file.
 - d. It is recommended that the search committee notify the semi-finalists of the expected salary range.
 - e. The Search Committee will choose the finalists whose complete credentials have been examined.

10. The chair will ask permission from VPAA to invite candidates to campus.

B. Procedures for Conducting an Interview

1. With the permission of the VPAA, the Chair of the committee will issue invitations for campus interviews to the finalists. The Chair of the Search Committee is responsible for scheduling the interview process. The interview may include:
 - a. Campus tour
 - b. City tour
 - c. Individual interviews with the President, VPAA, VPBA
 - d. Teaching/research presentation
 - e. Meet with members of the Department
 - f. Interview with the Search Committee
 - g. Meeting with students

2. When inviting candidates to interview, the question, "Do you need any assistance or accommodation during this interview?" must be asked of each candidate.

3. Meals, travel, and accommodations will be paid for by the Office for Academic Affairs following guidelines in policy 806.2 and SBHE 806.1. The Chair of the committee should discuss the anticipated expenses with the VPAA before inviting candidates to campus.

4. The Chair will notify the University community of each interview prior to the candidate's arrival on campus and distribute the candidate's vita for review.

C. Appointment

1. Recommendations for appointment to the faculty come from the Department Chair in writing,

after consultation with the Search Committee, to the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews the recommendation and forwards his or her recommendation to the President of the University. The letter of appointment will be issued from the office of the Vice President for Academic Affairs, through recruiting software, and will detail the salary, rank and years of professional experience to be applied toward tenure. Letter will then be sent, through recruiting software, for approval from VPAA, VPBA, President, and HR prior to offer being made to applicant.

2. The Director of Human Resources inform all applicants of the final outcome of the search through recruiting software correspondence. Candidates who interview on campus should receive a personal response from the department chair.
3. After the final selection of a candidate has been made and the candidate has signed a letter of appointment, the following information should be deposited in the Human Resources Office by the Department Chair:
 - a. All correspondence, both external and internal, relating to the position
 - b. Relevant notes on phone calls and information contacts made by the Division Chair or Committee members concerning the candidates.
4. The Vice President for Academic Affairs should inform the faculty that a candidate has signed the contract and also distribute a brief "Vita" of the candidate.
5. All application materials will be kept on file for seven years, then destroyed.

Reviewed: Fall, 2008

Revised: Summer 2022

Sponsor: Director of Human Resources