

Faculty Selection and Appointment Procedures

Purpose: These procedures clarify the steps that Mayville State University will take in order to attract, retain, and promote qualified and diverse faculty members.

I - OPENING THE POSITION

1. The division chair must obtain approval to initiate a search from the Vice President for Academic Affairs (VPAA) by filling out a Request to Recruit form and acquire the required signatures.
2. The division chair appoints a search committee and the search committee chair is selected at the first committee meeting.
3. Search committee members develop screening materials, position requirements, guidelines.
4. These materials are then forwarded to the VPAA and Human Resources (HR) for approval.

II - RECRUITMENT METHODS

1. Generally, all full-time academic positions require a national search. Based on the source of funding, salary ranges, and local availability, some positions may require only a regional search at the discretion of the hiring official and in consultation with the VPAA and HR.
2. Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, potential recruitment channels include:
 - a. Fargo Forum (online and/or print)
 - b. Grand Forks Herald (online and or print)
 - c. Traill County Tribune
 - d. ND Job Service
 - e. MaSU website
 - f. Professional journals and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct minority circulation are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.
3. All position announcements will follow vacancy announcement procedures as identified by NDUS Procedure 601.0.

III - REVIEW OF CANDIDATES

1. Candidate application materials are received and reviewed in the HR office.
 - a. If applicants are missing materials the search chair may request that HR obtain them, or not consider them further in the process.
 - b. The search chair may request to see all original application materials by making an appointment with HR.
2. Pre-screening of candidates is completed by the HR office and the candidate files which meet the minimum requirements are forwarded to the search committee chair.
3. Search committee screening process:
 - a. The search committee applies points to minimum and preferred requirements (preference is 100 pt scale).
 - b. The committee ranks candidates using the established points system.
 - c. Using screening grid, the search committee will narrow the field to a reasonable number of candidates.
 - d. The committee selects up to three (3) top-ranked candidates to be invited for an interview.

- e. Reference check is completed.
4. The search committee will determine candidate travel reimbursement, if applicable, and seek approval from the VPAA.
5. Credentials will be on file for a period of three years; then they will be destroyed.

IV - INTERVIEW PROCESS (on-campus Visit or Phone Call)

1. Candidate(s) are invited for interviews and presentation on campus by search committee chair.
2. The search committee determines questions for candidate interviews.
3. Candidate interview and presentation schedule is set up and distributed by the search committee chair.
4. Search committee chair and members coordinate and participate in the interview process.
5. Search committee keeps detailed documentation of all meetings and prepares recommendations.
6. Search committee chair provides the top ranked candidates to the VPAA.
7. VPAA consults with the President on the candidate choices.
8. Request to offer form is prepared by the VPAA with the following information in consultation with the division chair:
 - a. Pay – Depends on degree and experience.
 - b. Rank – Determined by prior teaching experience, rank held at another institution of higher education, and degree.
 - c. Granting of years toward tenure – Cautious, conservative, based on the individual. Consider prior teaching experience and progress toward a terminal degree.
9. Request to offer form is circulated for required signatures.
10. HR office notifies the search chair when all signatures have been obtained.

V - HIRING PROCESS

1. The VPAA or designee extends offer to selected candidate.
2. If candidate accepts:
 - a. VPAA is notified of the candidate's acceptance and a letter of acceptance is sent to the candidate for their signature.
 - b. President's office initiates a letter of appointment/contract.
 - c. A letter is sent to all other candidates by the HR office.
3. If candidate declines:
 - a. The search committee can reconsider the candidates. Return to the search committee process (step III #3)
 - b. If the appropriate candidate is not found, the search committee returns to advertising the position (step II).

VI – CANDIDATE BACKGROUND CHECK

1. A criminal history background check must be performed on faculty candidates as set forth in SBHE Policy 602.3 before an offer is made.
 - a. Positions which require a master key to the university including dormitory buildings.
 - b. Positions which involve direct contact with children.

VII - CANDIDATE ANNOUNCEMENT

1. An e-mail announcement is sent to all faculty/staff regarding the new faculty appointment.

VIII – CANDIDATE ON-BOARDING PROCESS

1. The HR Office and academic division will prepare orientation/training schedule prior to the new faculty member start date.
2. HR will contact the new faculty member to set up orientation.

3. If desired, the Division Chair will authorize HR to establish early employee ID to gain electronic connectivity and email by filling out the early employee ID request form and forwarding to HR.
 - a. Moodle Account: HR requests a Moodle account (if applicable) from the instructional technology team and arranges a Moodle training session.
 - b. ConnectND: HR assigns ConnectND data privacy training and notifies the Division Chair and ITS upon employee's completion of the training.
 - c. ConnectND Roles: Division chair will work with ITS on requesting permission levels to be assigned to the new faculty member.
4. Division Chair submits instructor and course information to Academic Records.

IX – RETENTION

1. Mayville State University values our employees, their commitment to personal service, and the work they do. Commitment to the retention, training, and development of faculty as required to provide job security, career development and to maintain a skilled, stable, and competent work force is supported primarily through the following policies:
 - a. TIAA-CREFF Retirement (M703.3)
 - b. Health Insurance (M704.1)
 - c. Moving Expense Reimbursement (M806.3)
 - d. Employee Tuition Waiver (M820)
 - e. Employee Dependent Tuition Waiver (M821)
 - f. Faculty Selection (602.4)
 - g. Equal Opportunity/Affirmative Action (M(603.2.2)
 - h. Appointment and Tenure (M605.1.1)
 - i. Standing Committee on Faculty Rights (M605.2)
 - j. Equal Opportunity Grievance (M612)
 - k. Faculty Development Plan (M701.2)
 - l. Sabbatical Leave (M701.7)
 - m. Salary Administration (M702.4)

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