

HIRING STANDARDS

PREPARING FOR THE SEARCH

1. Academic Deans initiate the faculty hiring process by submitting a hiring request and job description or job announcement to the Academic Vice President/Provost, with a copy to Human Resources (HR). Department heads initiate the staff hiring process by creating a concise job announcement using the most current job description available from HR and submits the request to HR.
2. HR provides market salary data and works with Deans, Academic Vice President/Provost, and Budget Office to secure funding. Appropriate approvals by campus administration are required for all positions. *The approval process is considered part of faculty hiring cycle to enable a successful search.
3. A search committee is formed with a chair as assigned by the Dean or department head as appropriate.
 - **Faculty Search Committees are organized as follows:**
 1. The Department Chair, Program Chair, or tenured/tenure-track faculty designee will chair the search committee, serve as a voting member of the committee.
 2. At least two (2) additional full-time faculty members of the department will serve on the search committee, selected with the approval of the Department Chair and Dean.
 3. At least two (2) additional full-time faculty members from outside the department will serve on the search committee, selected with the approval of the Department Chair and Dean.

The search committee chair will invite a diversity, equity, and inclusion search committee advocate (DA) to serve on the hiring committee that will work with the committee chair to ensure compliance with all applicable employment laws and policies, including equal opportunity, affirmative action, etc. (*the committee chair cannot serve as the DA*).
 4. When appropriate, non-faculty and/or non-University employees may be invited to participate in the search process and serve as ex-officio members of the search committee, with the approval of the Academic Vice President/Provost and Dean.
 5. The voting members on each search committee will include at least two members from an expressed gender identity (i.e. male, female, etc.) as well as a trained DA. The total number of voting search committee members should not exceed seven (7).
 6. A search committee will be formed for each open position except when two or more positions in the same department are announced at the same time, in which case one search committee may consider all open positions in that department.

- **Staff Search Committees are organized as Follows:**
 1. The search committee chair serves as a voting member of the committee.
 2. The search committee chair will invite a diversity, equity, and inclusion search committee advocate (DA) to join the hiring committee as a voting member of the committee. The DA will work with the committee chair to ensure compliance with all applicable employment laws and policies, including equal opportunity, affirmative action, etc. (*the committee chair cannot serve as the DA*).
 3. A minimum of five (5) members will serve on the search committee (a chair, a DA, and three others). The voting members on each search committee will include at least two members from an expressed gender identity (i.e. male, female, etc.) and at least one exempt and one non-exempt employee. The total number of voting search committee members should not exceed seven (7).

When appropriate, faculty and/or non-University employees may be invited to participate in the search process with approval of the appropriate vice president and/or HR.
 4. A search committee will be formed for each open position. When two or more positions in the same department are announced at the same time, one search committee may consider all open positions in that department.
- 4. The Department Chair and/or Dean will work with HR to finalize an advertising strategy. Upon approval of the posting, the job announcement is released.

SEARCH COMMITTEE TRAINING AND APPLICATION TIMELINE

1. The search committee chair forwards a list of search committee members to the Dean or department head, as appropriate, for approval. The committee chair forwards the final approved list to HR. HR reviews committee composition for procedure compliance.
2. Search committee members complete the Search Committee Confidentiality Agreement and Hiring Standard trainings in NEOED Learn prior to serving on the search committee.
3. HR and the search committee establish an appropriate search timeline.
4. Applications are received electronically through the University's employment webpage for a minimum of 30 days for faculty and a minimum of 10 business days for staff.

SCREENING AND SELECTION

1. On the application review date, HR pre-screens applications based on minimum qualifications and advances only those who meet the minimum requirements.
2. HR grants the search committee members access to applicant information in NEOED for scoring at the screening step.
3. HR will inform all applicants that did not meet the minimum requirements that they will not continue in the search. HR also emails all successful applicants to inform them that the application review process has begun and that HR will be in touch with additional guidance when the committee has completed the screening step.
4. The search committee members score the applicants in NEOED using the categories provided.
 - Faculty categories: Education, Work Experience, Publication/Scholarship, Knowledge/Skills, and Communication Skills.
 - Staff categories: Education, Work Experience, Knowledge/Skills, and Communication Skills.
5. Applicants that receive a passing score at the screening step will advance to the interview step. Those who did not receive a passing score will be notified that they are no longer continuing in the search. In accordance with the request of the search committee, applicants with a passing score can participate in a zoom interview and/or an in-person interview.
 - The search committee members will hold the interview and score the applicants in NEOED based on the following criteria:
 - 1 star - did not answer the question
 - 2 stars - touched on the question, but was not focused on it
 - 3 stars - answered the question, but did not offer any additional information
 - 4 stars - answered the question and expounded on the topic somewhat
 - 5 stars - offered a comprehensive response to the question that was clear and concise
6. No more than three (3) finalists will be invited to campus for interviews. When on-campus interviews are scheduled, the department administrative assistant will work the committee chair and HR to schedule the following:
 - An interview itinerary, which is established by the search committee chair in coordination with the department administrative assistant.
 - Travel – airfare and local hotel accommodations are coordinated by the department administrative assistant.
 - The candidate will coordinate their own rental car, fuel, and/or taxi to and from the airport, hotel, and campus.
 - Travel reimbursement is available to the applicant for rental car, taxi, gas, and tips. These must be submitted as soon as possible and within five (5) business days from the date of the on-campus visit at the latest.
 - Candidates that are not current employees must complete a W-9 and submit that completed form with their receipts for rental car, taxi, fuel, and tips to the department

administrative assistant (who will in turn submit the completed W-9, all appropriate receipts, and the completed accounts payable check request form to Business Services).

- Expense reimbursement documentation shall be approved by the Dean and processing done in accordance with the University Travel Policy.
 - For each candidate who is selected for an on-campus interview, HR will provide the search committee the professional references using the HR reference form.
7. The search committee chair in coordination with the search committee and department personnel (ie. department admin, faculty, etc.) completes the interview itinerary, schedules hotels, identifies activities and those attending the various itinerary events, etc. Once completed, the interview itinerary is given to HR.
 8. HR sends the schedule of interviews and communicates itinerary to search committee and all invited finalists.
 9. As part of an on-campus interview, faculty candidate finalists will participate in the following itinerary events. All search committee members are required to attend portions of the interview that are scored; all required meetings as outlined below must be consistent across all interviewees:
 - Scored in NEOED:
 - An interview with the committee
 - A teaching demonstration and/or public presentation
 - Not scored in NEOED:
 - A meeting with the Dean (can be done through a working lunch, etc.)
 - A meeting with the Academic Vice President/Provost (can be done through a working lunch, etc.)
 - A campus tour and HR benefits briefing
 - A realtor tour of St. George if candidate is not from the area
 - Lunch with faculty members outside of the search committee

Finalists may be invited to participate in the following at the discretion of the search committee chair, who will consistently include these items as part of all interviews. Search committee members may attend these events with the understanding they are not scored and others outside the search committee must be in attendance; all optional meetings as outlined below must be offered consistently across all interviewees:

- Meet and Greet with department members and students
 - Individual meeting with the department chair
 - Individual appointments with department members if appropriate.
10. The search committee enters their scores and comments in NEOED. NEOED is their way of indicating their recommendation for hire.
 11. HR will inform all non-selected candidates that they will not be moving forward in the search.

HIRING THE CANDIDATE

1. The department chair reviews the recommendations of the search committee, adding their recommendation and rationale. The recommendations of the search committee and department chair are then forwarded to the Dean or hiring manager, who, for faculty, makes a specific hiring recommendation to the Academic Vice President/Provost and, for staff, makes a specific recommendation to the hiring manager.
 - With approval, the Dean (or department chair if designated by the Dean) or hiring manager works with HR (to confirm available budget, market data for discipline, reimbursement policies, etc.) to extend the job offer to the chosen candidate. Salary, rank, credit towards tenure (if applicable), relocation allowance, and visa assistance funding (if previously approved) are negotiated at this time in conjunction with the Academic Vice President/Provost.
 - For any candidates who would require a H1B Visa, the search committee chair must submit a written justification to the Dean. If approved by the Dean, the Academic Vice President/Provost must approve before a candidate is hired.
2. Once a candidate has verbally accepted the position, the department chair submits offer information to HR. HR creates a faculty formal written offer of employment for the Academic Vice President/Provost's signature. HR creates a staff written offer of employment for the signature of the HR Executive Director. The offer will include the following contingencies:
 - Successful completion of background check
 - Applicable verification of official transcripts, education, and licensures by HR
 - Relocation allowance, as applicable
 - Other offer details as outlined by the department chair
3. HR sends the written offer of employment to the candidate for their signature. Once signed, completed, and returned, HR initiates the background check in NEOED and emails the new hire instructions on how to complete the onboarding checklist in NEOED Onboard.
4. The Dean (or department chair/committee chair if assigned by the Dean) personally contacts all on-campus interviewees not selected for the position.
5. HR closes the search and submits any relocation allowance paperwork to Payroll.