

# EMPLOYMENT OF FACULTY

## Search Procedures & Affirmative Action Requirements

*Listed below are the procedures and requirements for conducting a search for all regular faculty and full-time, full-year temporary faculty positions.* Please contact the Affirmative Action Office (extension 3253) or the Faculty Personnel Services Office (extension 7802) with any questions or for assistance as needed.

### *Recruitment*

#### DEPARTMENT

1. The Department contacts its College Unit Affirmative Action Coordinator (list of coordinators is available at [http://www.cmich.edu/Affirmative\\_Action\\_Office/Unit\\_Affirmative\\_Action\\_Coordinators.htm](http://www.cmich.edu/Affirmative_Action_Office/Unit_Affirmative_Action_Coordinators.htm)) to arrange for attendance at a search committee meeting to review search procedures and field questions. A search training video is available at [www.cafa.cmich.edu/faculty/recruitment/video.html](http://www.cafa.cmich.edu/faculty/recruitment/video.html). Materials can be obtained from the Affirmative Action Office (AAO) for use in following along with the video.
2. **The Department must submit via email attachment a completed Job Ad Approval form (available at <http://www.fps.cmich.edu/documents/JobApproval.doc> - new form as of 8-1-09) to the Dean/Director for review of the proposed position advertisement.** Include a list of the recruitment publications in which the advertisement will be posted by the department. Also include a list of selected electronic job boards, and FPS will be responsible for posting to these sites. FPS will bill the department for any charges incurred. The position advertisement must include: a) Required qualifications, b) “CMU Carnegie status” statement (available at [http://www.cmich.edu/Affirmative\\_Action\\_Office/Introductory\\_Paragraph\\_for\\_All\\_Job\\_Postings.htm](http://www.cmich.edu/Affirmative_Action_Office/Introductory_Paragraph_for_All_Job_Postings.htm)), and c) the AA/EEO statement (available at [http://www.cmich.edu/Affirmative\\_Action\\_Office/Affirmative\\_Action\\_Statements.htm](http://www.cmich.edu/Affirmative_Action_Office/Affirmative_Action_Statements.htm)).

#### DEAN/DIRECTOR

3. The Dean/Director will review the proposed advertisement on the Job Ad Approval form and will approve it or further coordinate with the Department regarding alterations. **Upon approval, the Dean/Director will complete the section titled “Dean/Director Action” and submit the advertisement via email attachment to FPS.**

#### FACULTY PERSONNEL SERVICES

4. FPS will review/approve the proposed advertisement, complete the section titled “FPS Action” of the Job Ad Approval form and return the form via email attachment to the Dean/Director.

#### DEAN/DIRECTOR

5. Submit Job Ad Approval form via email attachment to AAO.

## **AFFIRMATIVE ACTION OFFICE**

6. The AAO, which is responsible for final approval of all advertisements, will review, approve, and assign a job number. Departments will use this number on job cards and for tracking purposes.
7. Upon approval, the AAO will return the approved advertisement to the Dean/Director via email attachment and forward a copy via email attachment to [harm1ja@cmich.edu](mailto:harm1ja@cmich.edu) within 24 hours.

## **DEAN**

8. The Dean will notify the Department that the advertisement has been approved and convey the assigned job number.

## **FACULTY PERSONNEL SERVICES**

9. FPS will post the advertisement on its CMU faculty Job Announcements webpage ([www.fps.cmich.edu/jobs](http://www.fps.cmich.edu/jobs)), MI-HERC website ([www.michiganherc.org](http://www.michiganherc.org)), HigherEdJobs website ([www.higheredjobs.com](http://www.higheredjobs.com)), InsideHigherEd website ([www.insidehighered.com](http://www.insidehighered.com)), and at electronic job boards as specified on the Job Ad Approval form. FPS will bill the posting charges of the electronic job boards to the cost center provided by the department.

## **DEPARTMENT**

10. Upon notification of approval from the Dean/Director or designee, the Department contacts Graystone Group Advertising (see attached "Procedures for Posting a Faculty Job Ad with Graystone Group Advertising") to design and place the advertisement in the appropriate regional/national media for publication. Regular faculty searches must include an advertisement in at least one national professional journal.

## ***Pre-Interview***

11. The Department must acknowledge, in writing, receipt of each applicant's resume and enclose a job card with the reply. Job cards are available from the AAO, and instructions for completing the card are available on the AAO website at [http://www.cmich.edu/Affirmative Action Office/Job Card Instruction Sheet.htm](http://www.cmich.edu/Affirmative_Action_Office/Job_Card_Instruction_Sheet.htm). Include in acknowledgement that the job card can be completed on-line at <http://www.cmich.edu/aaeo/jobcard.asp>.
12. As applications are received, the Department must complete the first three pages of the Faculty Appointment Activity Record (AAR) (available at <http://www.cmich.edu/documents/aaeo/FacultyActivityRecord.doc>). The applicants the Department wishes to interview must clearly be identified, with an indication of why the Department has chosen these applicants for interview.
13. Submit the AAR form with all applicant materials to the Dean/Director for review and approval. Complete all records and carefully organize all materials or they may be returned.

## **DEAN/DIRECTOR**

14. The Dean/Director reviews applicant materials and the recommendation of the Department, indicates approval on the AAR, and forwards all materials to FPS.

## **FACULTY PERSONNEL SERVICES**

15. FPS, usually within 48 hours of receipt from the Dean/Director, will review the AAR, applicant materials, and recommendations of the Department and Dean/Director, and make an independent recommendation. FPS will arrange for all materials to be returned to the Dean/Director or Department.

## **DEPARTMENT AND DEAN/DIRECTOR**

16. The Department will make appropriate arrangements to interview those candidates who have been approved. The Department and Dean/Director will conduct interviews with those candidates. **An Employment Verification form must be completed by the final candidate(s), preferably during the interview with the Department or Dean/Director, but in any case prior to final recommendation/approval for hire. The form can be found at [http://www.fps.cmich.edu/forms/forms\\_preemployment.asp](http://www.fps.cmich.edu/forms/forms_preemployment.asp).**

## ***Post Interview***

### **DEPARTMENT**

17. Following the interviews, the Department must complete page four of the AAR identifying: a) the candidate it recommends for the position and the proposed salary, and b) the reason(s) the recommended candidate was selected over other interviewed candidates.
18. The Department sends the completed AAR with the recommended candidate's materials to the Dean/Director for approval. The Department should retain a copy of the final candidate's resume, transcript(s), and Employment Verification form for its files.

### **DEAN/DIRECTOR**

19. After review and approval of the AAR, the Dean/Director must send all of the recommended candidate's application material to FPS, **including the completed and signed Employment Verification form.**

### **FACULTY PERSONNEL SERVICES**

20. FPS reviews and approves the AAR, notifies the Dean/Director and/or Department of approval, retains candidate's resume, original transcripts, and Employment Verification form for personnel file, and will arrange for materials to be returned to the Dean/Director or Department.

## **DEAN/DIRECTOR**

21. The Dean/Director or designee may offer the position to the approved candidate.

## **DEPARTMENT**

22. The Department must send written notice to all persons who applied for the position of the status of their application. Failed or canceled searches must be reported to FPS, which will notify the AAO. All search materials must be kept for a minimum of three years.

## **FACULTY PERSONNEL SERVICES**

23. Upon receiving a signed faculty contract or notification of a failed search, FPS forwards the final AAR files to AAO for retention (three years).

*Less than full adherence to these procedures and requirements will result in delay of the search and may be cause for a search to fail.*

# Reminder!

## EMPLOYMENT VERIFICATION FORM

Each candidate must complete the Employment Verification Form in order to be considered for employment. The completed form must accompany the candidate's file when sent to Faculty Personnel Services. The form can be found at:

[http://www.fps.cmich.edu/forms/forms\\_preemployment.asp](http://www.fps.cmich.edu/forms/forms_preemployment.asp)

**Approval by Faculty Personnel Services will be delayed until Employment Verification Form is received!**

# ADDITIONAL RECRUITMENT REQUIREMENTS WHEN A REGULAR FACULTY SEARCH RESULTS IN A HIRE OF A FOREIGN NATIONAL PERMANENT LABOR CERTIFICATION (PERM)

*This additional recruitment process applies to all regular faculty searches that result in the hiring of a foreign national employee. The federal PERM requirement imposes special recruitment and documentation procedures as follows:*

## I. Recruitment

Document the alien was selected in a competitive recruitment and selection process through which the alien was found to be more qualified than any of the U.S. candidates.

### Documentation of the competitive recruitment process must include:

- 1.) A statement signed by the Provost (stamp signature OK) outlining the complete recruitment procedures undertaken and must include:
  - a. Total number of applicants (*Affirmative Action Activity Record/AAAR*)
  - b. Specific job-related reasons why the foreign national is more qualified than each U.S. applicant. (*Dept. must include this documentation with final candidate recommendation on the AAAR.*)
- 2.) A final summary from the search committee making the recommendation about the search process and results. (*Dept. must include on AAAR*)
- 3.) A copy of at least one advertisement of the job opportunity placed in a national professional journal. Ad must be in print. (Chronicle of Higher Ed fulfils this requirement or any national professional journal.) Include name and date(s) of publication which states job title, duties, and requirements. (*Dept. must include on AAAR*)
- 4.) Evidence of all other recruitment sources utilized (*Dept. must include on AAAR*)
- 5.) A written statement attesting to the degree of the alien's educational or professional qualifications and academic achievements. (*Dept. must include with AAAR*)

## II. Filing Requirement

### A. PERM Application

Upon receipt of the signed contract, the department chairperson must notify Bassam Khoury, from the CMU Office of International Education (OIE), to inform him of a new hire if he/she is foreign national employee. Applications for certification of employment of university instructors must be filed by submitting a completed Application for Permanent Employment Certification (PERM) form to the appropriate federal processing center. Applications will be processed by OIE, working in conjunction with the new employee.

### B. Time limit for filing

Applications for permanent alien labor certification **must be filed within 18 months** after the selection and acceptance of the candidate.

## III. Base Salary Determination

A base salary offered to an alien must be at 100% of prevailing wage determination. FPS will determine what the prevailing wage is through the Occupational Employment Statistics (OES) website and provide this information to Bassam Khoury in OIE.

## IV. Record Retention

- a. The final AAAR will be kept in the Affirmative Action Office.
- b. Search records must be maintained in the department for five years.

11/12/07

Revised by Ann Miller, FPS

# **Procedures for Posting a Faculty Job Ad with Graystone Group Advertising**

- 1. Send the approved advertisement to Graystone along with the desired publications through one of the following methods.**
  - a. **Email:** [ads@graystoneadv.com](mailto:ads@graystoneadv.com) or submit online at [www.graystoneadv.com](http://www.graystoneadv.com) (preferred)  
*Include your department name and cost center number for invoicing.*
  - b. **Fax No.:** 203-549-0061
  - c. **Phone No.:** 800-544-0005 (Call Linda Cornelius, Agency Director or Lee Toth, Ad Designer, at Graystone for assistance or questions.)
  
- 2. Choose the type of ad you want to appear:**
  - a. Display ads will be graphically enhanced in the CMU ad template (see sample on next page), proofed, and returned to you for changes and/or approval. The cost of the ad(s) will be included upfront. *Display ads are not released for publishing without department approval.*
  - b. Line ads are placed directly with the publication. These are text only ads; no CMU logo or box around ad. Estimated costs are available prior to the ad release.
  - c. Web only ads. Graystone charges a \$25 fee to place the ad on a website in addition to the website ad cost. Department may choose to place ad on its own.
  
- 3. Graystone will send an electronic invoice for the ad(s) directly to Payable Accounting and will include the departmental name and cost center number and proof of placement of the ad. CMU has established terms of a 2% discount if the invoice is paid within 10 days. Payable Accounting will pay Graystone within 10 days and charge the appropriate departmental cost center(s). This discount will be passed on to the department.**

Remember that there is no fee associated with using Graystone Ad Agency for their services with the exception of a \$25 fee if you request the agency to place web only ads.

## Sample Graystone template for display advertisements:

**CMU**  
CENTRAL MICHIGAN  
UNIVERSITY

**EDUCATIONAL LEADERSHIP**

(Tenure-track, Assistant Professor) Central Michigan University seeks a tenure-track faculty member to join a dynamic team for our growing programs in the Department of Educational Leadership. **Required Qualifications:** Earned doctorate in educational leadership, higher education administration, or related field, from an accredited institution; quality teaching experience at an institution of higher education; evidence of the potential for scholarship; expertise in higher education and/or other educational organization administration; and effective communication skills. **Preferred Qualifications:** Administrative experience in an educational institution or organization; experience with distance learning methodologies, instructional design, and technology; experience serving on student research committees; and grant experience. The position requires maintenance of scholarship, service to the University and educational organizations, and effective teaching and advising at the University level. **Application Requirements:** Letter addressing specific qualifications related to posting; complete resume of professional experience; official transcript of doctoral degree; and letters from three references who can attest to the applicant's strengths regarding required qualifications.

Review of completed applications will begin July 21, 2009 and continue until the position is filled. Preferred starting date will be August 2009, or as soon as is mutually agreeable. Please send all materials to: **Department of Educational Leadership (F330), Central Michigan University, EHS Building 334, Mount Pleasant, MI 48859-0001, (989) 774-3204; <http://www.fps.cmich.edu/jobs>**

Information about the department can be found at  
**<http://www.ehs.cmich.edu/ed/>**

CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community (see [www.cmich.edu/aaeo/](http://www.cmich.edu/aaeo/)).