Bemidji State University
Steps in a Faculty Search

Prepare packet and initiate search:
- Dean/Administrative Head completes Authorization for Position Search Form and submits it for approval.
- Search Advisory Committee (SAC) prepares vacancy packet which includes (see website for sample forms BSU → HR → Forms)
  o Scanned signed Authorization for Position Search Form
  o List of SAC members
  o Draft Vacancy Notice
  o Advertising Plan
  o Pre-Interview Screening Criteria
  o Phone/Skype Interview Questions
  o On-campus Interview Questions
  o Reference Check Questions (This can replace letters of recommendation)
- College Administrative Assistant uploads documents to NEOGOV and releases for approvals (Dean, Academic Affairs, AA/EEO, Payroll, HR)
- Human Resources prepares vacancy notice, forwards for final approvals and advertises position.
- Affirmative Action Officer (AAO) approves and trains SAC; collects confidentiality forms; discusses possible separate training for students
- Human Resources determines if there are eligible candidate on the recall list and if there is an incumbent who qualifies for prior consideration and advises SAC chair on necessary procedures. If there is no incumbent or eligible candidate, proceed with pre-interview screening.

Pre-Interview Screening:
- SAC conducts initial screening using pre-approved form and sends recommendation memo with screening forms and completed spreadsheet (acceptable/unacceptable, strengths/weaknesses) to HR for AOO/Dean review. Dean notifies SAC once approved to contact for interviews.
- Approved candidates are offered phone/Skype interviews with full SAC.
- Skype interviews may be omitted if SAC, Dean and AAO agree there are only two qualified candidates
- SAC evaluates candidate and sends recommendation memo with screening forms to HR for AOO/Dean review. Dean notifies SAC once approved to contact for interviews. Typically, two finalists are invited for on-campus interviews.
- SAC chair contacts approved finalists by phone to determine their continued interest in position and makes similar schedule arrangements for on-campus interviews. Inform candidate of need to check references.

On-campus Interviews:
- SAC members must be present for all interviews.
- SAC Chair and College Administrative Assistant advise candidates of reimbursement policies.
- Expenses for up to four members of the SAC can be reimbursed for a meal (alcohol is not reimbursable) with the candidate at up to twice the standard allowance (including tax/tip). Fill out one special expense form prior to meal and submit one itemized receipt for reimbursement.
- Fixed-term candidates meet with SAC and Dean. Probationary candidates also meet with Provost or Associate VP Academic Affairs.
- Creditable experience form and form giving the University permission to contact the candidate’s on-list and off-list references is completed and signed before candidate leaves campus.

Conclusion:
- SAC conducts at least two reference checks for each candidate. At least two SAC members must participate in each reference check.
- SAC sends recommendations to HR for Dean/Administrative Head/AAO review. Recommendations include memo with recommendation, strengths/weaknesses for each finalist, all interview evaluation forms and reference check forms.
- Dean/Administrative Head will do off-list reference checks.