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Report to Faculty Senate 2-25-03

EPA Personnel Representatives

Recruitment and Selection
Procedures for EPA
Faculty and Administrators

Presented by: Taffye Benson Clayton

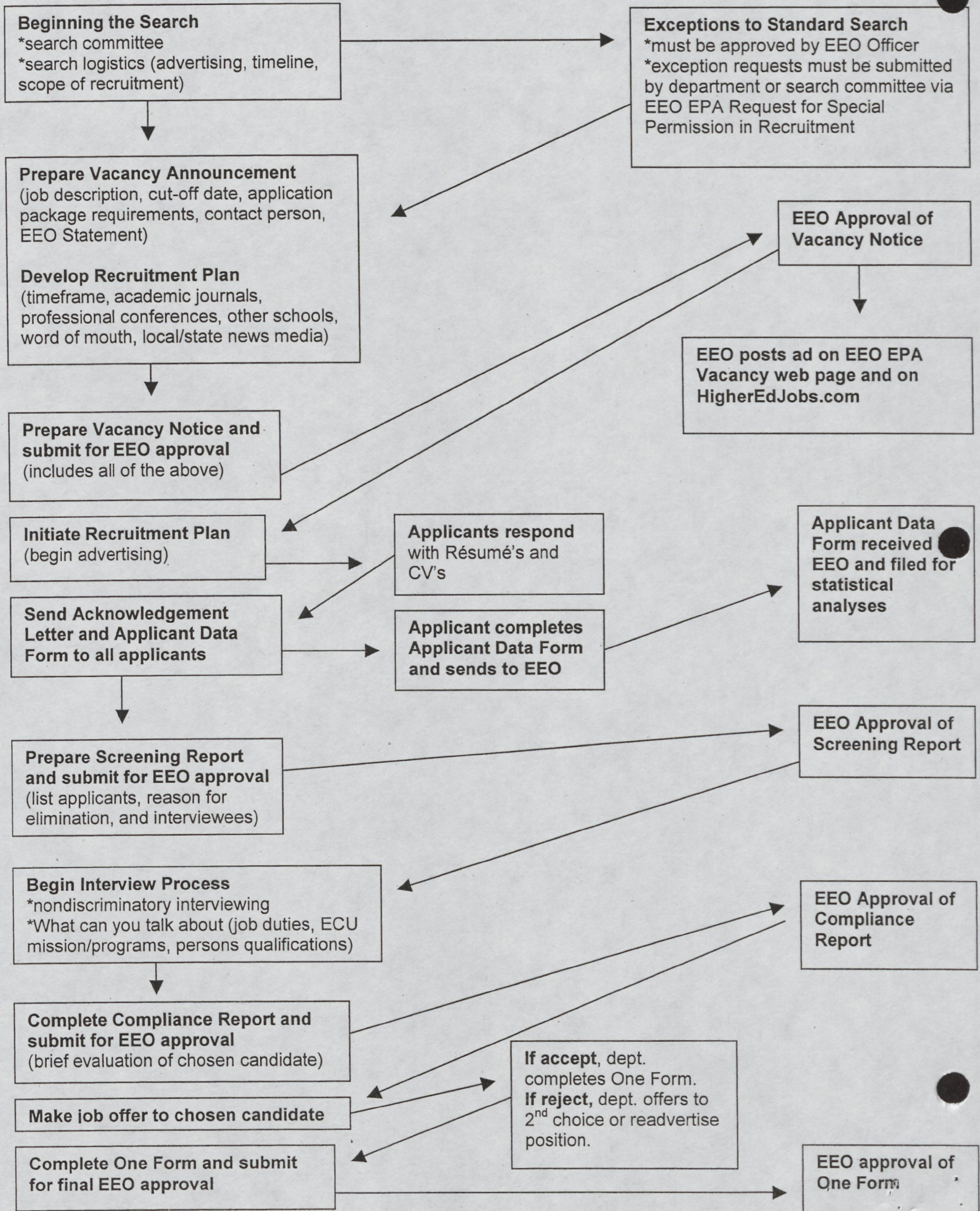
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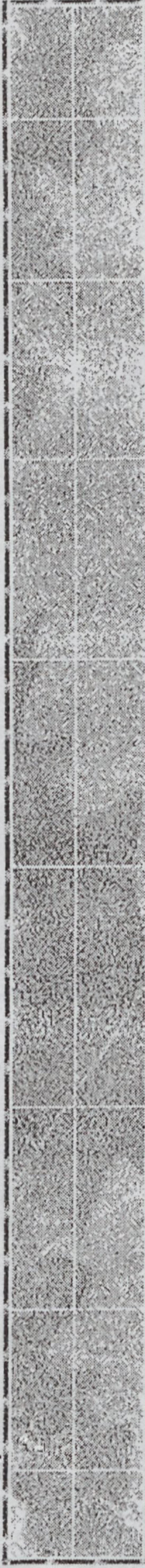
EEO Officer

Recruitment and Selection Procedures for EPA Faculty and Administrators


Departmental Considerations

EEO Office Review Process





Commitment to Equal Opportunity and Diversity.....

- ✦ Provost's Minority Recruitment Initiative
 - ✦ Procedural Guidelines for EPA Recruitment
 - ✦ Alignment with university strategic plan
 - ✦ Minority Host Recruitment Committee
 - ✦ Minority Presence Initiative
- 



Assistant to the Chancellor for Special Assignments and E.E.O. Officer

East Carolina University

104 Spilman Building • Greenville, NC 27858-4353

252-328-6804 office

www.ecu.edu

Statement of Commitment to Equality of Opportunity and Diversity


East Carolina University is committed to equality of opportunity. As part of its ongoing Affirmative Action Program, the Office of Equal Employment Opportunity staff actively monitors and reviews the recruitment procedures to determine that no discriminatory practices are being employed and to assure that the University acts affirmatively to recruit women and minorities. (p. 27, #11, Development and Execution of Action-Oriented Programs, ECU Affirmative Action Plan 2002.)

The Provost has mandated an aggressive, strategic minority recruitment initiative that is aligned with the University's strategic goal to:

“Create an environment that fosters recruitment and retention of a more diverse student body, faculty staff and administration...” (Goal 2 (c), ECU Strategies for Distinction, Strategic Plan, 2000-2005)

In support of the Provost's initiative, the Office of Equal Employment Opportunity is providing technical support to academic units and search committees conducting search processes to ensure compliance with existing EEO/Affirmative Action policies and applicable laws.

There are no faculty positions at ECU that are designated for minority applicants. ECU policies relating to equal opportunity and affirmative action require that whenever a faculty position is to be vacated, a search must be conducted under the supervision of the EEO/Affirmative Action Office. In every search, all qualified applicants are carefully evaluated.



Beginning the Search


* Search Committee

* Search Logistics

- ◆ Cost of Advertising


- ◆ Timeline (60 days teaching, 30 days non-teaching)

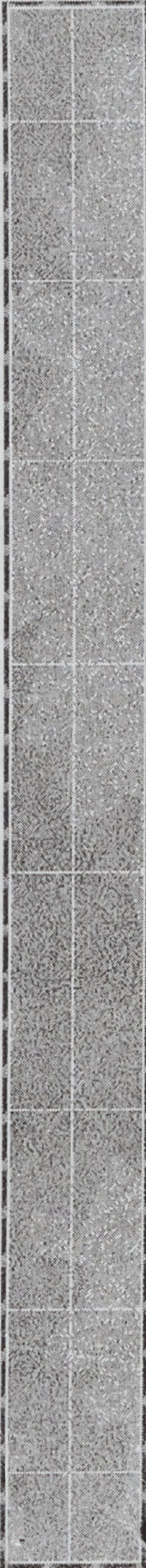
- ◆ Scope of Recruitment Area





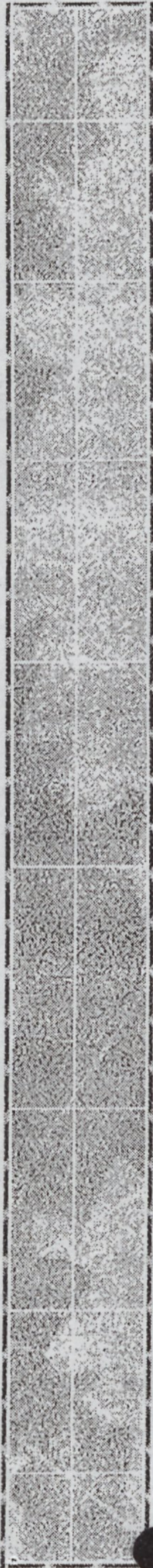
Exception to Standard Search

- * Must be approved by EEO Officer
 - * Exception requests must be submitted by department or search committee via EEO EPA Request for Special Permission in Recruitment
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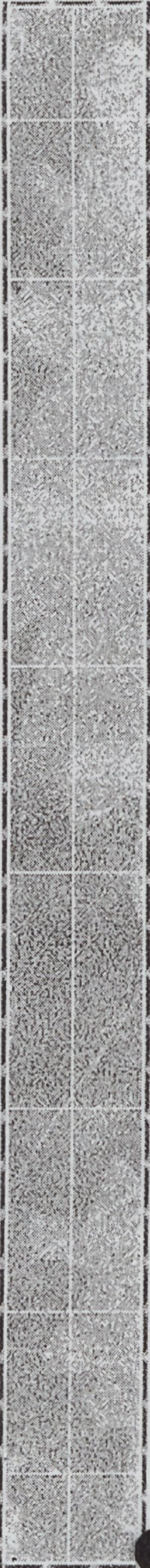
Examples of Exceptions

- * Chief Executive or Academic Officer hire of core staff in negotiated arrangements
- * Programs of Strength
- * Request to use current, well populated, diverse applicant pool to fill new position
- * Request to conduct abbreviated search
- * Request to change standard scope from national to local/regional or internal



The Recruitment Plan


- ✦ **Timeframe: 30 days non-teaching, 60 days teaching**
- ✦ Academic Journals
- ✦ Professional Conferences
- ✦ Other Schools with discipline specific programs
- ✦ Minority or Women's caucus
- ✦ Word-of-Mouth
- ✦ Local and State News Media

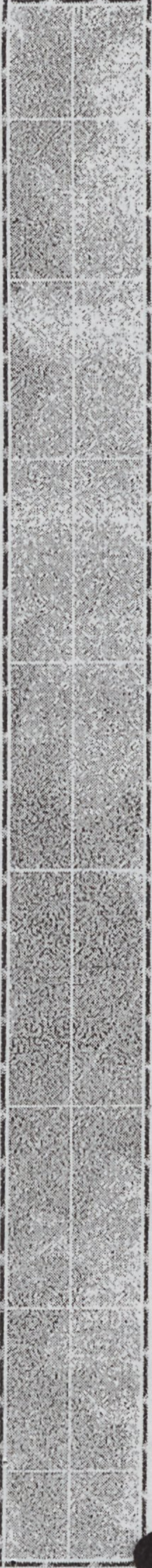


EPA Vacancy Notice

- * Position Title, Department
- * Position Description
- * Recruitment/Selection Timeline
- * Search Committee

EEO approval must be granted via signed
Vacancy Notice before advertising may
begin.





The Screening Process

- * Rating scale for screening of candidates
- * Receiving Applications
 - ◆ Acknowledge receipt of application
 - ◆ Applicant Data Form
- * After Screening Date:
 - ◆ review applicant credentials to choose those who will be interviewed, noting reason for elimination for those eliminated from further consideration

EPA Screening Report

- ✱ List of all candidates who applied
 - ◆ Terminal Degree? Yes or No
 - ◆ Chosen for Interview? Yes or No
 - ◆ Eliminated? Reason for elimination

EEO Approval must be granted via signed
Screening Report prior to interviewing
candidates.

The Interview Process

- ✦ Guidelines for Non-discriminatory Interviewing (what you cannot ask)
- ✦ What can you talk about?
 - ◆ Duties and responsibilities of job
 - ◆ ECU's mission, programs and achievements
 - ◆ Person's qualifications, abilities, education, and experience

EPA Compliance Report

- ✦ Name of 1st choice candidate for position (and 2nd choice candidate, if applicable)
- ✦ Include brief evaluation of their qualifications
- ✦ Reasons for Elimination for those interviewed and not selected

EEO approval must be granted via signed EEO Compliance Report prior to extending offer of position.

EPA Search Conclusion

✦ ECU One Form (personnel action form)

- ◆ Complete and forward to EEO Office for final approval.

✦ Maintaining the Search File

- ◆ Recruitment file, including all applications, search committee meeting minutes, screening criteria, etc. must be maintained for a period of two years.