

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # A-22

TITLE: SEARCH PROCEDURE

POLICY: The College of Nursing will follow standardized and Affirmative Action Office approved procedures for all tenure track and contract faculty.

RATIONALE: To assure the faculty and faculty candidates of fair procedures that select the most qualified faculty candidates and avoid the influence of non-related criteria.

PROCEDURE:

1. Receive charges and faculty vacancies from the Dean.
2. Application timeline will be open ended and applications will be accepted year round.
 - a. The vacancy announcement is to be posted by June 15th.
 - b. Ads to be placed in professional journals by September 1 of each year.
 - c. Faculty recruitment materials will be available for faculty to take to professional meetings.
3. Formation of the Search Committee:
 - a. The Faculty Search Committee will consist of six full time (1.0 FTE) faculty members, at least one-half of whom will hold earned doctorates. Four of the members are to be elected (one from each campus) by the faculty and two to be appointed by the Dean. It is recommended, but not required, that two members be tenured.
 - b. Chairperson will be elected annually from the committee of six.
 - c. If the workload of the committee is such that more than six members are needed, the Dean may appoint two additional members (1.0 FTE). This decision is to be made in consultation with the chair at the beginning of each academic year.
 - d. Terms of office for elected and appointed faculty will be for two years and will be staggered. Appointments for additional workload are for a one year term.
4. Search Committee Annual Process:
 - a. The Search Committee will hold its first meeting in conjunction with the fall all-faculty meeting at which time a chair will be elected.
 - b. The Search Committee will meet as frequently as is needed to accomplish its charges and goals. Such meetings will be arranged based on the schedules of the committee members.
 - c. At the last meeting of the academic year, held in early May, the committee will:
 - Verify open faculty positions.
 - Review and affirm the vacancy announcement.
 - Review and affirm the location of advertisements.
 - Review and affirm the response letter to go out in response to applicants whose materials are received from May through August.
 - Identify meeting schedule for fall term.

5. Screening Process:

- a. Two (2) committee members appointed by the committee chairperson will screen applications for the required qualifications using the screening criteria form.
- b. Applicants with the required qualifications will be screened and ranked by the entire committee membership on preferred qualifications using the screening criteria form.
- c. Two committee members will conduct a phone (screening) interview of the applicant and applicant's references. They will then present the application to the committee membership for further discussion with a recommendation to remain/not remain in the search pool.
- d. Search Committee members will review data from interviews and recommend candidates for an in-person interview.
- e. Search Committee chair will recommend to the Dean the names of candidates for in-person interviews.

6. Campus Visits:

- a. Formal interviews with each applicant will be held with the following:
 1. Dean
 2. Search Committee members (at least one undergraduate and one graduate student will be invited to join the Search Committee for the on site interview).
 3. Campus Director (s) of the campus or campuses where the candidate is interviewing.
 4. Local faculty on campus or campuses where the candidate is interviewing.
- b. Additional meetings with each applicant will be scheduled as needed.
- c. Formal presentation to all faculty via Polycom.

7. Recommendations regarding hiring will be sent to the Dean following the interview process.

Reviewed/Approved by:

Level I: Executive Council (April, 2007)

Level II: Dean (April, 2007)