

GUIDELINES

The approved Mansfield University Search Process will be utilized for all searches listed below:

Faculty

- Tenure Track, Regular and Grant-funded Faculty
- Temporary Faculty – 50% or greater for full academic year, except
 - may use “adjunct application pool” for sourcing candidates, including current or former temporary faculty member
 - modified search process (see below) acceptable for sabbatical or leave replacement
 - emergency hire (to be determined by Provost and HR)

Non-Faculty

- All regular, full and part-time positions
- All temporary positions of six months or more duration or where seniority bidding or hiring rights attach

Modified search Process will be used for all searches not listed above:*

- Specific position announcement/placement (with usual approvals) or adjunct application pool
- Assignment of HR Coordinator
- Search team composition: Three (3) from hiring department (faculty); three with no more than two from hiring department (non-faculty);
- Minimum requirements review by HR or two members of search team
- Matrix development (search team or HR) with HR review
- Application review by search team members
- Optional telephone interviews/preliminary telephone reference checks (Prior review of questions by HR)
- Campus interviewees selected by search team; reviewed by HR and Hiring Officer
- Campus interview itinerary and questions developed by Search Team, reviewed by HR
- Travel Schedule and Campus interviews arranged by HR Coordinator
- Campus interview
- Strengths and weaknesses/rankings submitted to HR Coordinator, then to Hiring Officer; department recommendation (faculty) provided to HR and Hiring Officer
- Hiring direction provided by Hiring Officer to HR
- Employment offer made to candidate by Hiring Officer or HR

*This process will be significantly truncated in the event of an emergency hire or a limited applicant pool; those exceptions will be determined by the Hiring Department and HR
General Guidelines:

- The search process will support hiring goals as identified by the university community and will be amended to reflect any changes in those hiring goals
- All searches for tenure track, regular, grant-funded and “50% or greater for the full, academic year” faculty positions as well as regular management positions at the classification level of 170 or higher, will be conducted on a national basis; advertising in minority publications and contact with universities generally recognized as serving traditionally underrepresented populations will continue and/or be expanded
- Education of search team members will include information about legal compliance and equity as well as skills based workshops on conducting interviews, developing position announcements, etc.; periodically, educational workshops regarding searches and applicable laws and policies will be offered campus-wide
- “Courtesy” interviews for current temporary faculty or staff will not be mandatory or even encouraged; all temporary faculty and staff will be eligible to apply for tenure track or regular positions, but no inducements such as probability of tenure track or regular employment positions should be encouraged (Note: this does not include those instances where seniority bidding or hiring rights apply)
- Searches for regular positions will commence as soon as possible after approval by administration, particularly in those instances where a vacancy has been filled on a temporary basis