

**SUBJECT: Search and Selection of Faculty, Administrative, Professional, and Classified Staff**

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1 LSU Eunice provides equal opportunities for all employees and prospective employees regardless  
2 of race, sex, color, national origin, religion, age, sexual orientation, disability, or veteran's status.

3  
4 It is the goal of LSU Eunice to hire the best-qualified faculty, administrative, professional, and  
5 classified staff available. The institution has a commitment to gather faculty, administrative officers,  
6 and staff of diverse educational and cultural backgrounds and to avoid employing a  
7 disproportionately large number of faculty with terminal degrees from the same institution.

8  
9 **Exceptions/Waivers**

10  
11 Requests for exceptions to any part of this policy or modification of the search process checklist  
12 must be submitted in writing to the Chancellor, appropriate Vice Chancellor with a copy to the  
13 affirmative action/equal opportunity officer.

14  
15 **Affirmative Action/Equal Opportunity Officer**

16  
17 The affirmative action/equal opportunity officer reports directly to the Chancellor and serves as  
18 special assistant and advisor in matters of equal opportunity and affirmative action. The officer  
19 monitors the demographic data on applicants, coordinates the documentation, and assures that  
20 established procedures are followed in hiring processes.

21  
22 The affirmative action/equal opportunity officer serves as an ex-officio member of search  
23 committees and discusses affirmative action/equal opportunity considerations with committees at  
24 their first meetings. The officer is invited to attend all committee meetings and activities and is  
25 apprised by committee chairs of the status of searches at all important steps of the process.

26  
27 **Recruitment and Selection**

28  
29 The University, through its recruitment and employment policies, will recruit and employ qualified  
30 personnel for all its diverse activities and will provide equal opportunities during employment  
31 without regard to race, sex, color, national origin, religion, age, sexual orientation, disability, or  
32 veteran's status.

33  
34 **General Guidelines for Faculty, Professional, and Positions**

35  
36 The recruitment process shall be conducted in a manner consistent with the goal to attract a  
37 diverse pool of applicants. For certain vacancies, this could include placing ads in appropriate  
38 sources to attract minority and female candidates. The level and classification of the vacancy will  
39 determine the scope of recruitment activities. Most full-time faculty and senior professional  
40 vacancies should be advertised regionally and/or nationally. All ads must include the statement  
41 "LSU Eunice is an Equal Opportunity Employer."  
42

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43 Classified openings shall be advertised as required by the University policy and Civil Service  
44 regulations. Selection criteria will be developed in direct relationship to job requirements.  
45

46 For administrative, faculty, and professional positions, the minimum time between publication of an  
47 ad and the application deadline is 14 calendar days. The minimum time between publication of an  
48 ad and the application deadline for Classified/Civil Service positions is 5 calendar days. All  
49 vacancies should be advertised far enough in advance to attract an adequate applicant pool.  
50 Exceptions to the standard advertising requirements must be approved by the Office of Affirmative  
51 Action/Equal Opportunity.  
52

53 All pre-employment selection procedures, including credential reviews, interviews and reference  
54 checks, shall be conducted without regard to race, sex, color, national origin, religion, age, sexual  
55 orientation, disability, or veteran's status. Records pertinent to the employment decision (e.g.,  
56 copies of advertisements, letters of application, resumes, replies to and from applicants, reference  
57 notes, interview notes, selection criteria) must be retained in the employing department for at least  
58 three years and made available to the Office of Affirmative Action/Equal Opportunity.  
59

60 Certain demographic information is collected from the applicant online at the point of application.  
61 To ensure accurate EEO data tracking and reporting, the hiring unit or HR must indicate the  
62 applicant dispositions in the Applicant Tracking System.  
63

64 **Search Committee**  
65

66 Following approval by the Chancellor of a written request from the division or department head to  
67 fill a vacant position or create a new position, the department or division head may initiate a search  
68 for faculty, administrative officers, professional or classified staff, using the following checklist. The  
69 checklist is to be completed at each step of the process by the search chair. Requests for  
70 exceptions to any part of this policy or process must be submitted in writing to the Chancellor,  
71 through the appropriate Vice Chancellor, with a copy to the affirmative action/equal opportunity  
72 officer.  
73

74 Every effort should be made to include females and minority representation on search committees.  
75 Search committees for administrative and professional staff positions are appointed by the  
76 appropriate administrative officer. The appropriate Vice Chancellor to whom the position would  
77 report is an ex-officio member of the search committee and is apprised by the committee chair of  
78 the status of the search at all important steps of the process.  
79

80 For faculty positions, the appropriate division head, program director, or designated faculty chairs  
81 the search committee. The division head appoints the search committee. The Vice Chancellor for  
82 Academic affairs is an ex-officio member of faculty search committees and is apprised by the  
83 committee chairs of the status of searches at all important steps of the process.  
84

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85 **Search Process Checklist**

86  
87 To provide true equality of opportunity and to reflect the spirit and intent of the campus commitment  
88 to affirmative action and equal opportunity, the institution has established a recruitment and  
89 selection procedures checklist which seeks consistency, appropriate documentation, and fair  
90 treatment of all applicants. This checklist is attached, and it is the responsibility of the search  
91 committee chair to complete the form.

92  
93 The checklist provides for three affirmative action reports: the Initial Applicant Pool report, which  
94 lists candidates and relevant demographic data before interviews; the Disposition of Finalists form,  
95 which is forwarded before the offer is made; and, the Affirmative Action Summary, which  
96 accompanies the hiring recommendation. Both Initial Applicant Pool and the Affirmative Action  
97 Summary are completed by Human Resources through the use of the LSU Applicant Tracking  
98 System.

99  
100 **Internal Candidates**

101  
102 The search process should be conducted in a manner that neither prejudices the candidacy of  
103 external applicants nor enhances the candidacy of internal applicants. All qualified employees in  
104 the department where the vacancy occurs are eligible to apply for the position if they so desire.

- 105  
106 1. Accepting appointment as interim head of a unit will normally preclude subsequent  
107 appointment to that position on a permanent basis.  
108  
109 2. Individuals who are considering becoming candidates for a vacant position must not serve  
110 on a search committee for that same position.  
111  
112 3. Within reason, external and internal candidates should be afforded similar interview  
113 experiences. For example, a community tour could be eliminated for a local resident.  
114  
115 4. Internal candidates should not participate in discussions or interviews of other candidates  
116 nor have access to application materials of competing candidates.  
117

118 **Background Check and Drug Screen on New Employees**

119  
120 A background check and drug screen must be performed for all full-time appointments, regardless  
121 of whether they are temporary or permanent, before an employee is hired. Authorization is  
122 provided by the applicant through the Applicant Tracking System.  
123

124 As soon as the department determines which candidate will be hired, Human Resources is to be  
125 informed so that the background check and drug screen can be done only on that person before

LSU Eunice PS No. 11

Effective: May 29, 2011

Revised: December 3, 2012, May 30, 2013, March 11, 2014, January 26, 2016

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126 hiring.

127

128 **Reimbursement of Interviewing Expenses**

129

130 LSU Eunice will reimburse candidates who are invited to visit the campus to interview for faculty  
131 and professional staff positions up to \$300 for qualified expenses based on Louisiana State Travel  
132 Policy guidelines. If the position is offered and accepted, the candidate will be reimbursed up to a  
133 maximum of \$600 for qualified travel expenses.

134

135 Full reimbursement for all qualified travel expenses will be given to candidates who are invited to  
136 visit the campus to interview for division head and other senior administrative positions.

137

### Search Process Checklist

The department or division head submits to the Chancellor, through the appropriate Vice Chancellor, a request to fill a vacant position or create a new position. The position description on the LSU Job Description Form must accompany the request. Once approved by the Chancellor, a copy of the request is forwarded to Human Resources and the Affirmative Action/Equal Opportunity Officer. The department or division head may now initiate a search for faculty, administrative officers, or professional staff using the following checklist. The checklist is to be completed at each step of the process by the search chair. Requests for exceptions to any part of this policy or process must be submitted in writing to the Chancellor with a copy to the affirmative action/equal opportunity officer.

Position Title \_\_\_\_\_ Division/Department \_\_\_\_\_  
New Position \_\_\_\_\_ or Replacement of \_\_\_\_\_  
Administrative \_\_\_\_\_ Non-classified \_\_\_\_\_ Classified \_\_\_\_\_ Faculty tenure track \_\_\_\_\_  
Non-tenure track (instructor) \_\_\_\_\_

1. Identify search committee members:
  - a. \_\_\_\_\_, Chair
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_, Affirmative Action Officer, ex officio
  - h. \_\_\_\_\_, appropriate Vice Chancellor, ex officio
2. Attach a summary of the job responsibilities (not to exceed 3900 characters), \*a statement about what is unique about the program and LSUE, and the ad copy. (For all but Civil Service positions, applicants need to provide a letter of application, a completed employment application form, a resume, and the names, titles, addresses, and telephone numbers of at least three references. Unofficial copies of transcripts will be needed.)

\* a standard statement is available that you may customize for your area (not to exceed 3900 characters).

3. In addition to posting on the LSU Eunice website, identify periodicals where ads will be placed (**not required for Civil Service tested positions**):

- \_\_\_ a. LSU Applicant Tracking System (standard unless otherwise indicated)
- \_\_\_ b. Baton Rouge Advocate
- \_\_\_ c. Chronicle of Higher Education
- \_\_\_ d. Eunice News
- \_\_\_ e. \_\_\_\_\_

4. Forward to the following for review and approval:

\_\_\_\_\_ AA/EO Officer \_\_\_\_\_ Date

\_\_\_\_\_ appropriate Vice Chancellor \_\_\_\_\_ Date

\_\_\_\_\_ Chancellor \_\_\_\_\_ Date

5. Forward the approved search packet to the Human Resources Department. The information will be entered into the LSU Applicant Tracking System and the Search Chair will be given access. It is the responsibility of the Chair to communicate the username and password to the committee. All applicant material will be accessed online through the LSU Applicant Tracking System.

6. **[This step is optional for Civil Service positions.]** List the candidates whom the committee intends to interview over the telephone. (This group normally is twice the number of candidates anticipated for on-campus interviews, but the committee may identify a larger or a smaller group as appropriate.) Committee chair makes arrangements for conference calling.

- a.
- b.
- c.
- d.
- e.
- f.

Forward to the following for review and approval:

\_\_\_\_\_ AA/EO Officer \_\_\_\_\_ Date

\_\_\_\_\_ appropriate Vice Chancellor \_\_\_\_\_ Date

\_\_\_\_\_ Chancellor \_\_\_\_\_ Date

**NOTE:** Copies of resumes of those to be interviewed on the telephone are forwarded to the Chancellor's Office.

7. After reducing the applicant pool by telephone interviews and following reference checks by the search committee chair, list the candidates that the committee wishes to interview on campus. (Normally the number of candidates is at least two but not more than three.)

- a.
- b.
- c.

**NOTE:** Invitations for campus interview shall only be issued after approval by the Chancellor.

Forward checklist to the following for review and approval:

\_\_\_\_\_ AA/EO Officer \_\_\_\_\_ Date

\_\_\_\_\_ appropriate Vice Chancellor \_\_\_\_\_ Date

\_\_\_\_\_ Chancellor \_\_\_\_\_ Date

8. The chair of the search committee must complete the Request for Authorization to Reimburse Expenses for Guest/Interviewee/Workshop Participant, Travel Expense Reimbursement Request, and Request for Special Meal.

9. **[This step is optional for Civil Service positions.]** A calendar of events for each on-campus interview and the candidates' resumes are to be furnished to the Affirmative Action Officer, the Vice Chancellor, and the Chancellor.

Each interview should include a campus tour, a community tour, a meal with members of the search committee or appropriate campus representatives, introductions to campus administrators, and a formal interview with the search committee. Candidates should receive agendas of their interviews.

10. List the candidates interviewed:

Date of interview                      Candidate

- a.
- b.
- c.

Forward to AA/EO Officer for final review.

\_\_\_\_\_ AA/EO Officer \_\_\_\_\_ Date

11. For faculty positions, the search committee should forward its recommendation to the appropriate division head. The recommendation should include a list of each candidate's strengths and weaknesses. Upon consideration of the search committee's recommendation, the division head will forward a written recommendation for employment to the Vice Chancellor who, in turn, will make a recommendation to the Chancellor.

12. The Disposition of Finalists form should be forwarded to the Affirmative Action Officer before an offer is made. The form is then forwarded to the Chancellor's Office.

Note: The AA/EEO review and the background check must be complete before a verbal offer is made to any candidate. Appointment is contingent on passing the drug screen.

13. Human Resources will forward the completed Affirmative Action Summary form to the Affirmative Action Officer who will forward it to the Chancellor.

Copies of all affirmative action materials will be sent to the Affirmative Action/Equal Opportunity Officer.



JOB DESCRIPTION

**POSITION DATA**

Position Number: _____	Title Description: _____
Title Code: _____	Title Level: _____
Employee Type: _____	Approved Working Title: _____
Position Type: _____	College/Unit: _____
Standard Hrs/Wk: _____	Department Name: _____
FLSA Status: _____	Training Series: (Classified Only) _____
Supervisory: Duties _____	Faculty Status: (if applicable) _____

**ORGANIZATIONAL STRUCTURE**

Reports to Position: _____	_____
Supervise Position(s): _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SUMMARY INFORMATION**

Eligible for Shift Pay: \_\_\_\_\_ Eligible for On-Call: \_\_\_\_\_ Eligible for Premium Pay: \_\_\_\_\_

**Job Summary: Overview of position and its purpose.**

	<b>Job Responsibilities</b>	<b>% of time spent</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

If providing teaching instruction, select all that apply: \_\_\_\_\_ Undergraduate \_\_\_\_\_ Non-Credit  
 \_\_\_\_\_ Graduate

**Minimum Qualifications:**

Education Level	
Specific Degree Required (if applicable)	
Experience Substitute (if yes, specify substitution)	
Years of Experience	
Specific Experience	

**Preferred Qualifications:**

Education Level	
Specific Degree Required (if applicable)	
Years of Experience	
Specific Experience	

**Special or Physical Qualifications (if applicable):**

--

**Certifications/Licenses:**

Requirements	Description

**Job Competencies:**

	<b>Competencies</b>	<b>Proficiency</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**EEO Statement:** The LSU System is an equal opportunity/equal access employer.

**American's with Disabilities:** The LSU System is in compliance with the Americans with disabilities Act (ADA).

Job Description Date Created: \_\_\_\_\_

Job Description Date Revised: \_\_\_\_\_

\*The intent of this job description is to provide a representative summary of the types of responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*By signing this document, the employee acknowledges receipt of this job description.

\*Employee shall retain a copy of this position description for his/her records.

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**Disposition of Finalists**

(Include all individuals interviewed by telephone and/or in person.)

**Position Title** \_\_\_\_\_

**Name of Person Accepting Position** \_\_\_\_\_

1. Name

Reason not hired

2. Name

Reason not hired

3. Name

Reason not hired

4. Name

Reason not hired

5. Name

Reason not hired

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Position Title \_\_\_\_\_

6. Name

Reason not hired

7. Name

Reason not hired

8. Name

Reason not hired

9. Name

Reason not hired

10. Name

Reason not hired

LOUISIANA STATE UNIVERSITY EUNICE

Request for Authorization to Reimburse Expenses for  
Guest/Interviewee/Workshop Participant (7/2011)

Type	<input type="checkbox"/> Guest	<input type="checkbox"/> Interviewee	<input type="checkbox"/> Workshop Participant
Department		Account Number	
Contact			
Individual's Name		Title	
Date(s) of Visit/Service		Start	End
Service/Purpose of Visit			

Estimate	Expense	Quantity	Special Approval Requested &/or Justification for Request
	Mileage @ .51/mile	(#miles)	
	Vehicle Rental	(#days)	The cost of Collision Damage Waiver (DCW) and Personal Accident Insurance (PAI) are not reimbursable expenses.
	Lodging	(#days)	<input type="checkbox"/> Reimbursement of routine lodging not to exceed 50% over current listed rates.
	Meals	(#days)	
	Air Fare		
	Workshop Stipend		
	Other Allowable		
	TOTAL Estimated Cost		

I understand that the use of State funds for travel and entertainment reimbursement is subject to PM-11 and PS-20 and that no reimbursement from State funds will be made for alcoholic beverages or other non-allowable expenses.

APPROVALS	Signature	Date
Department Head		
Vice Chancellor		
Chancellor		

**LOUISIANA STATE UNIVERSITY EUNICE**

REQUEST FOR APPROVAL OF SPECIAL MEAL (Rev. 1-2011)			
1	Host Individual or Group		
2	Host's Department		
3	Contact	Phone	E-mail
4	Date of Function	Time of Function	
5	Function Location		
6	Campus Catered Event <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer <input type="checkbox"/> ABL <input type="checkbox"/> Other _____ (Caterer name must be provided)	
7	# of Guests Invited	Type of Meal <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Buffet Reception-Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Refreshments <i>For a sit down meal, attach a guest List including name, organization &amp; affiliation with LSUE.</i>	
8	What is the Menu?		
<i>Estimated Cost</i>			
9	Per Person*	# Guests	# Days
Total Cost			
<i>*For meals that exceed the state allowance, the overage amount should be paid with private or Foundation funds. Please indicate how the overage will be paid: <input type="checkbox"/> Personal Check or <input type="checkbox"/> Foundation Acct # _____</i>			
10	Account #	Object Code	Project #
11	Function's Purpose/Benefit to LSUE		

APPROVALS	Signature	Date
Requesting Department		
Appropriate Vice Chancellor		
Vice Chancellor for Business Affairs		

