

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

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 **Affirmative Action/Equal Opportunity Officer**

10
11 The affirmative action/equal opportunity officer reports directly to the Chancellor and serves as
12 special assistant and advisor in matters of equal opportunity and affirmative action. The officer
13 monitors the demographic data on applicants, coordinates the documentation, and assures that
14 established procedures are followed in hiring processes.

15
16 The affirmative action/equal opportunity officer serves as an ex-officio member of search
17 committees and discusses affirmative action/equal opportunity considerations with committees at
18 their first meetings. The officer is invited to attend all committee meetings and activities and is
19 apprised by committee chairs of the status of searches at all important steps of the process.

20
21 **Recruitment and Selection**

22
23 The University, through its recruitment and employment policies, will recruit and employ qualified
24 personnel for all its diverse activities and will provide equal opportunities during employment
25 without regard to race, sex, color, national origin, religion, age, sexual orientation, disability, or
26 veteran's status.

27
28 **General Guidelines for Faculty, Professional, and Positions**

29
30 The recruitment process shall be conducted in a manner consistent with the goal to attract a
31 diverse pool of applicants. For certain vacancies, this could include placing ads in appropriate
32 sources to attract minority and female candidates. The level and classification of the vacancy will
33 determine the scope of recruitment activities. Most full-time faculty and senior professional
34 vacancies should be advertised regionally and/or nationally. All ads must include the statement
35 "LSU Eunice is an Equal Opportunity Employer."

36
37 Classified openings shall be advertised as required by the University policy and Civil Service
38 regulations. Selection criteria will be developed in direct relationship to job requirements.

39
40 The minimum time between publication of an ad and the application deadline is 14 calendar days.
41 All vacancies should be advertised far enough in advance to attract an adequate applicant pool.
42 Exceptions to the standard advertising requirements must be approved by the Office of Affirmative

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43 Action/Equal Opportunity.

44
45 All pre-employment selection procedures, including credential reviews, interviews and reference
46 checks, shall be conducted without regard to race, sex, color, national origin, religion, age, sexual
47 orientation, disability, or veteran's status. Records pertinent to the employment decision (e.g.,
48 copies of advertisements, letters of application, resumes, replies to and from applicants, reference
49 notes, interview notes, selection criteria) must be retained in the employing department for at least
50 three years and made available to the Office of Affirmative Action/Equal Opportunity.

51
52 **Search Committee**

53
54 Following approval by the Chancellor of a written request from the division or department head to
55 fill a vacant position or create a new position, the department or division head may initiate a search
56 for faculty, administrative officers, professional or classified staff, using the following checklist. The
57 checklist is to be completed at each step of the process by the search chair. Requests for
58 exceptions to any part of this policy or process must be submitted in writing to the Chancellor with a
59 copy to the affirmative action/equal opportunity officer.

60
61 Every effort should be made to include females and minority representation on search committees.
62 Search committees for administrative and professional staff positions are appointed by the
63 appropriate administrative officer. The appropriate Vice Chancellor to whom the position would
64 report is an ex-officio member of the search committee and is apprised by the committee chair of
65 the status of a search at all important steps of the process.

66
67 For faculty positions, the appropriate division head, program director, or designated faculty chairs
68 the search committee. The division head appoints the search committee. The Vice Chancellor for
69 Academic affairs is an ex-officio member of faculty search committees and is apprised by the
70 committee chairs of the status of searches at all important steps of the process.

71
72 **Search Process Checklist**

73
74 To provide true equality of opportunity and to reflect the spirit and intent of the campus commitment
75 to affirmative action and equal opportunity, the institution has established a recruitment and
76 selection procedures checklist which seeks consistency, appropriate documentation, and fair
77 treatment of all applicants. This checklist is attached, and it is the responsibility of the search
78 committee chair to complete the form.

79
80 The checklist provides for three affirmative action reports: the Initial Applicant Pool report, which
81 lists candidates and relevant demographic data before interviews; the Disposition of Finalists form,
82 which is forwarded before the offer is made; and, the Affirmative Action Summary, which
83 accompanies the hiring recommendation.

84

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85 **Internal Candidates**

86
87 The search process should be conducted in a manner that neither prejudices the candidacy of
88 external applicants nor enhances the candidacy of internal applicants. All qualified employees in
89 the department where the vacancy occurs are eligible to apply for the position if they so desire.
90

- 91 1. Accepting appointment as interim head of a unit will normally preclude subsequent
92 appointment to that position on a permanent basis.
93
94 2. Individuals who are considering becoming candidates for a vacant position must not serve
95 on a search committee for that same position.
96
97 3. Within reason, external and internal candidates should be afforded similar interview
98 experiences. For example, a community tour could be eliminated for a local resident.
99
100 4. Internal candidates should not participate in discussions or interviews of other candidates
101 nor have access to application materials of competing candidates.
102

103 **Background Check on New Employees**

104
105 A background check must be performed for all full-time appointments before an employee is hired.
106 The department/division will ask the last three applicants scheduled for interviews to complete,
107 sign, and return the [Authorization to Release Information Form](#). If the Authorization to Release
108 Information Form is faxed or mailed to the applicant, the Fair Credit Reporting Act Disclosure
109 Statement should also be sent.
110

111 The completed forms for the three finalists should be forwarded to Human Resources. As soon as
112 the department determines which candidate will be hired, Human Resources is to be informed so
113 that the background check can be done only on that person before hiring.
114

115 **Reimbursement of Interviewing Expenses**

116
117 LSU Eunice will reimburse candidates who are invited to visit the campus to interview for faculty
118 and professional staff positions up to \$300 for qualified expenses based on Louisiana State Travel
119 Policy guidelines. If the position is offered and accepted, the candidate will be reimbursed up to a
120 maximum of \$600 for qualified travel expenses.
121

122 Full reimbursement for all qualified travel expenses will be given to candidates who are invited to
123 visit the campus to interview for division head and other senior administrative positions.
124

125 **Exceptions/Waivers**

126

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127 Requests for exceptions to any part of this policy or modification of the search process checklist
128 must be submitted in writing to the Chancellor with a copy to the affirmative action/equal
129 opportunity officer.

Search Process Checklist

Following approval by the Chancellor of a written request from the division or department head to fill a vacant position or create a new position, the department or division head may 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 Nonclassified Faculty tenure track Non-tenure track

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 copy of the position announcement 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.)

3. Identify locations where position announcements will be distributed (**not required for Civil Service tested positions**):
 - a. Placement offices and departmental offices of historically and predominately black and women's colleges and universities.
 - b. Parish school boards, teachers' professional organizations of Louisiana, and the Louisiana Department of Education.
 - c. Internet Job Listings
 - d. _____

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Position Title _____

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

a. Eunice News

b. Baton Rouge Advocate

c. Chronicle of Higher Education

d.

e.

5. Forward to the following for review and approval:

_____ AA/EO Officer _____ Date

_____ appropriate Vice Chancellor _____ Date

_____ Chancellor _____ Date

6. As letters of interest are received, each individual is provided an LSU Eunice employment application form and an affirmative action information request form.

The affirmative action responses are returned to the LSU Eunice Human Resources Office where a list indicating sex and race of each candidate is tabulated. The committee chair must send a list of the candidate names and highest academic degree to the Human Resource Office at the close of the application period or when the committee is ready to begin scheduling telephone interviews.

This Initial Applicant Pool report is forwarded by the Human Resources Office to the affirmative action/equal opportunity officer shortly after the application deadline. In the situation where the search remains open until the position is filled, the initial applicant pool will be amended and forwarded to the affirmative action/equal opportunity officer as new applicants for the position are received. The affirmative action/equal opportunity officer evaluates the list and forwards it to the committee chair.

Position Title _____

7. **[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.
- g.
- h.
- i.
- j.

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.

8. 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

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Position Title _____

9. At this point, the department/division head will require the final applicants scheduled for interview to complete, sign, and return the form authorizing the university to perform a background check in the event they are offered the position. The form is available on the LSU Eunice website under HR/Job Announcements. The completed forms should be forwarded to Human Resources.
10. 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.
11. **[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.

12. List the candidates interviewed:

Date of interview	Candidate
a.	
b.	
c.	

Forward to AA/EO Officer for final review. This review must be complete before a verbal offer is made to any candidate.

_____ AA/EO Officer

_____ Date

13. 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.

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Position Title _____

14. 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.
15. 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.

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LSU Eunice AFFIRMATIVE ACTION SUMMARY

1. Position/Title _____

Department/Division _____

2. Replacement of _____ or New Position _____
(Name)

3. Application Summary (attach Initial Applicant Pool list)

<u># Received</u>	<u># Interviewed</u>		<u>Position Offered</u>
	<u>By Phone</u>	<u>In Person</u>	

WM

WF

BM

BF

*OPC-M

OPC-F

**Unknown

Total Applications Received

4. Candidates Invited for Personal Interview

	<u>Name</u>	<u>Sex</u>	<u>Racial Group</u>
A.			
B.			
C.			
D.			
E.			

5. Supply any additional information or documentation that would be useful to the Affirmative Action Summary.

Search Committee Chair _____ Date

AA/EO Officer's Approval _____ Date

Chancellor's Review _____ Date

*OPC: Other Protected Classes include Hispanics, Asian/Pacific Islanders, and American Indians/Alaskan Natives.

**Unknown: This category includes applicants who do not return the affirmative action form.

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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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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 For a sit down meal, attach a guest List including name, organization & affiliation with LSUE.	
8	What is the Menu?		
<i>Estimated Cost</i>			
9	Per Person*	# Guests	# Days
			Total Cost
*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 # _____			
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		

