

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 **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**

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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, and selection criteria) must be retained in the employing department for at
58 least 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.

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 by the search chair or Hiring Manager. Requests for exceptions to any
70 part of this policy or process must be submitted in writing to the Chancellor, through the appropriate
71 Vice Chancellor, with a copy to the affirmative action/equal opportunity officer.

72
73 Every effort should be made to include females and minority representation on search committees.
74 Search committees for administrative and professional staff positions are appointed by the
75 appropriate administrative officer. The appropriate Vice Chancellor to whom the position would
76 report is an ex-officio member of the search committee and is apprised by the committee chair of
77 the status of the search at all important steps of the process.

78
79 The division head or appropriate supervisor appoints the search committee. The Vice Chancellor
80 for Academic affairs is an ex-officio member of faculty search committees and is apprised by the
81 committee chairs of the status of searches at all important steps of the process.

82
83 **Search Process Checklist**

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

91 The checklist provides for three affirmative action reports: the Initial Applicant Pool report, the
92 Disposition of Finalists and the Affirmative Action Summary. The Initial Applicant Pool is sent to
93 HR by the Hiring Manager. The Affirmative Action Summary is completed by HR.
94

95 **Internal Candidates**
96

97 The search process should be conducted in a manner that neither prejudices the candidacy of
98 external applicants nor enhances the candidacy of internal applicants. All qualified employees in
99 the department where the vacancy occurs are eligible to apply for the position if they so desire.
100

- 101 1. Accepting appointment as interim head of a unit will normally preclude subsequent
102 appointment to that position on a permanent basis.
103
- 104 2. Individuals who are considering becoming candidates for a vacant position must not serve
105 on a search committee for that same position.
106
- 107 3. Within reason, external and internal candidates should be afforded similar interview
108 experiences. For example, a community tour could be eliminated for a local resident.
109
- 110 4. Internal candidates should not participate in discussions or interviews of other candidates
111 nor have access to application materials of competing candidates.
112

113 **Background Check and Drug Screen on New Employees**
114

115 A background check and drug screen must be performed for all full-time appointments, regardless
116 of whether they are temporary or permanent, before an employee is hired.
117

118 As soon as the department determines which candidate will be hired, Human Resources is to be
119 informed so that the background check and drug screen can be done. Hiring is contingent on the
120 candidate passing both the background check and drug screen.
121

122 **Reimbursement of Interviewing Expenses**
123

124 LSU Eunice will reimburse candidates who are invited to visit the campus to interview for faculty
125 and professional staff positions up to \$300 for qualified expenses based on LSU Travel

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126 Regulations. If the position is offered and accepted, the candidate will be reimbursed up to a
127 maximum of \$600 for qualified travel expenses.

128
129 Full reimbursement for all qualified travel expenses will be given to candidates who are invited to
130 visit the campus to interview for division head and other senior administrative positions.
131

Search Process Checklist

The department or division head submits to the appropriate Vice Chancellor, a request to fill a vacant position or create a new position along with the position description which includes a brief introductory paragraph describing the position, primary responsibilities, minimum education and required experience/skills, preferred qualifications, if applicable, and the salary range. Once approved by the Vice Chancellor, the request and position description will be forwarded by the Vice Chancellor to the Chancellor for approval. Once approved by the Chancellor, the a copy of the approved request and an electronic copy of the position description is sent to Human Resources and the Affirmative Action/Equal Opportunity (AAEO) 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 by the search chair and/or Hiring Manager. Requests for exceptions to any part of this policy or process must be submitted in writing to the Chancellor with a copy to the AAEO Officer.

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

1. Department of Division Head emails the names of the proposed search committee members to the AAEO Officer for review. Retains a copy of the email approval for documentation.

List of approved search committee members:

- a. _____, Chair
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____, Affirmative Action Officer, ex officio
- h. _____, appropriate Vice Chancellor, ex officio

2. In addition to posting on the LSU Eunice website, all faculty/professional/non-classified positions will be posted through Workday (LSU website, LSUE website and Indeed). Please indicate other placements as necessary. (**not required for Civil Service tested positions**):

___ a. Higher Ed Jobs

___ b. Chronicle of Higher Education

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3. HR will send notification to the campus when the job has been posted.
4. The Hiring Manager or search committee chair will send the applicant information to the committee members. The AAEO Officer conveys necessary search guidelines to the committee at the initial committee meeting
6. **[This step is optional for Civil Service positions.]** List the candidates whom the committee intends to interview over the telephone or Skype. This list is emailed to HR and the AAEO Officer. When the AAEO Officer has approved, the committee chair makes the necessary arrangements.
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
7. After reducing the applicant pool by telephone/Skype interviews, at least three references per candidate should be checked prior to extending the invitation for the campus interview. List the candidates that the committee wishes to interview on campus.
 - a.
 - b.
 - c.

Email the list of candidates to the AAEO Officer, HR and the Chancellor.

NOTE: Invitations for campus interview shall only be issued after approval by the Chancellor. Retain email with the AAEO and the Chancellor's approval and include in file documentation.
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 as necessary
9. **[This step is optional for Civil Service positions.]** An agenda or each on-campus interview and the candidates' resumes are to be furnished to each person meeting individually with the candidate, as well as the candidate prior to the visit.

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10. List the candidates interviewed:

Date of interview	Candidate
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a.

b.

c.

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

Once approval is obtained from AAEO and the Chancellor, an offer maybe extended. Appointment is contingent on a background check and passing the drug screen.

12. The Disposition of Finalists is completed by the Hiring Manager in Workday.

13. All email approvals should be retained and printed to include in the search packet. The original search process documentation is forwarded to Human Resources. All other documentation related to the search is kept in the hiring department or three years.