

University Libraries Search Process (Faculty positions)

The Dean has a discussion of staffing needs with library faculty and staff.

1. The Dean calls for a search committee and notifies chairs of the Library Faculty Committee of the Whole and the Library Civil Service Advisory Council:
 - The LFCW elects faculty representatives to the committee according to its constitution.
 - The LCSAC elects civil service representatives to the committee according to its constitution.
2. The Dean determines the position's start date and drafts a Position Announcement.
3. Once the Dean announces the committee membership, the senior member (years at the Library) calls the first meeting of the search committee, at which the committee elects a chair.
4. EOA comes to an early meeting of the committee to explain guidelines and regulations (available on EOA website), and to train committee members on the Interview Exchange system. EOA will need to know who is on the committee, so that they can add anyone new to the IE system.
5. The search committee reviews the Position Announcement and a shorter job ad. Once these are approved by the Dean, they are sent to EOA for approval. Once approved:
 - EOA places position announcement on the WIU website and submits the ad to HigherEdJobs.com, Inside Higher Ed Jobs, Illinois Job Bank, and the Chronicle of Higher Education.
 - EOA also places ads in diversity-seeking spots such as VetSuccess.gov, Latinos in Higher Ed, Diverse Issues in Higher Ed, etc.
 - The search committee determines any other places it wishes to advertise and gets approval from the Dean for those that charge. This has included:
 - WIU Libraries website
 - Library journals: *American Libraries*, *College & Research Libraries News*
 - Library online sites: LibJOBS, ALA JobList, INALJ.com, ILA Jobline
 - specialized listservs such as CIRCPLUS
 - diversity websites/listservs: GAY-LIBN, CALA, APALA, AILA, BCALA. Generally the committee places ads to free electronic sources, while the Admin office handles paid placements.

- Library school postings: sometimes all, sometimes Midwest only (Illinois, Missouri, Indiana, Iowa, Kentucky, Michigan, Wisconsin, Kansas)
- EOA must be informed via e-mail as to where ads are posted/sent.

6. The search committee creates a screening checklist based on the required and preferred qualifications in the posted job announcement. Committee chair sends it to EOA for approval and for posting into the Interview Exchange program.

7. Applications are posted in the Interview Exchange program. Search committee members may begin reviewing the files and making private notes immediately, but may not make any decisions or cuts until after the posted screening date has passed.

8. The search committee must create lists of questions to be asked of references and of the candidates for phone and/or on-campus interviews. These questions must be sent for to EOA for approval and posting in the Notes section of Interview Exchange.

9. The committee meets to narrow the pool based on their individual evaluations of the application files. The chair can request EOA to provide a spreadsheet with candidate names and all comments from committee members. This allows easy comparison of comments. Once the committee decides to put some applicant files in the various system-generated "not going forward" folders, the chair can use these comments to fill out the "reasons for non-selection" box in Interview Exchange. This needs to be done each time a cut of any kind is made. EOA needs to approve the reasons before the search proceeds.

10. There are no rules about when to notify candidates of their non-selection, though EOA cautions us not to do this too soon. However, at this stage the "No" folder of *unqualified* candidates can be sent these notices. This is done via e-mail within the Interview Exchange system. (There are templates in the system.)

11. The committee decides how to proceed based on the size of the remaining pool. The next phase may be telephone interviews, reference calls, campus interviews, etc. The chair meets with the Dean to review the search process and the desired next step(s).

12. If telephone interviews are next, Library HR (Mary) will schedule them, with coordination from the chair. If reference calls are next, the chair sends the applicants an e-mail (using Interview Exchange) to verify they are still interested in the position, inform them we plan to call their references, and ask whether there are any changes to reference contact information. (Sometimes it has been

quite a while since they submitted the names and numbers.) At least 2 committee members must be present for each reference call.

13. If either or both of these steps help the committee narrow the pool, the reasons for non-selection are added to candidate files and EOA approval is sought before the next step is taken. The chair moves files of candidates still under consideration to the folder representing the next step in the search process (e.g., reference calls, campus interview).

14. Before setting up final interviews, the committee asks the Dean to review and approve the pool. If additional references need to be called, this would be a good time to do it, since we can exclude anyone from interviews if they are not willing to provide us with additional (including current) references.

15. Library HR (Mary) invites candidates to interview and handles all scheduling and reservations, with the help of the chair.

16. The search committee creates a candidate evaluation form to be filled out by all other library faculty and staff during the interviews.

17. Following the interviews, the search committee gathers evaluation forms and meets to discuss the candidates. Depending on the kind of recommendations requested by the Dean, the committee may determine acceptability, rank candidates, list strengths and weaknesses, all of the above, etc. The committee or the chair will meet with the Dean to discuss.

18. If non-selected candidates have not yet been notified, it may be time to send the e-mails to some additional tiers of them. Once an offer has been accepted, those who were interviewed by telephone should be sent printed letters rather than e-mails. Library HR (Mary) will help the chair with this.

Outcomes:

- The Dean may make an offer that is accepted. If so, the Dean will inform unsuccessful interviewees by telephone
- The Dean may not have an offer accepted, or may find all interviewees unacceptable. At that point the committee can go back to the existing pool and invite more candidates. If there are no more acceptable candidates in the pool, the search can be extended or re-opened. If extended, the existing pool remains and we add to it. If re-opened, we start afresh and the existing pool is informed that they need to contact the library if they wish to be included in the new pool.

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Rev. 10/14 jks & kbs