

Unclassified Recruitment and Appointment Procedures

The recruitment procedures for hiring faculty at the professorial rank differ initially from that generally used for other unclassified recruitments-Instructor, Research Associate, Faculty Research Assistant, and Professional Faculty.

For a professorial recruitment the unit leader, in consultation with faculty, identifies and describes the position needing to be filled and refers it to the Dean and Forestry Executive Committee for review and consideration.

If permission to recruit is granted, the department head, or a search committee appointed by him/her, develops a position description and proceeds to prepare a NAPO (Notice of Academic Position Opening) packet to be submitted to the Office of Human Resources, which consists of the following (see “Unclassified Search and Hire Processes Guide” at <http://osu.orst.edu/admin/hr/jobs/hiringtools.html> under Recruitment and Appointment for instructions and examples):

1. Notification of Academic Position Opening Form (NAPO)
Go to: <http://osu.orst.edu/admin/hr/isteam/webforms.htm> under Employment Services to obtain NAPO form.
2. Position Announcement.
3. Search Committee, including race/ethnicity and gender of each member, and identify the chair of the committee.
4. Criteria for Screening and Evaluating Applicants – although this does not need to be sent to Human Resources and is optional.
5. Ad Copy for Print Publications.
6. Summary of Planned Recruitment Activities – distribution plan (where ads, announcements, and e-mails will be sent as well as identifying any listservs you plan on using).
7. Cover Letter (if any) – to accompany announcement.
8. Position Description and organizational chart if the position is for a Professional Faculty or Faculty Research Assistant.

The NAPO packet is submitted to the college’s Affirmative Action Officer (Associate Dean) who reviews, approves, and forwards it to the University Human Resources Office. Upon their approval, Human Resources assigns the NAPO a log number and notifies the Associate Dean’s administrative assistant and the departmental contact via email the recruitment has been approved. The department may then begin the announcement/advertisement process. The log number should be included on the position announcement before distribution.

The department head, or the search committee, compiles files on applicants, developing a method of monitoring application materials as they are received, and recording materials sent to applicants. A letter acknowledging receipt of application materials should be sent to the applicant and invite return of completed Affirmative Action Data Sheet to be enclosed with the acknowledgement letter. See <http://osu.orst.edu/admin/hr/isteam/webforms.htm> under Employment Services to obtain Affirmative Action Data Sheet. Use the return of the completed Affirmative Action Data Sheet to define your pool. Upon official closing of the announced

recruitment period, identify top prospects for further evaluation and interview. The search committee chair seeks approval from Human Resources by sending information via e-mail for pre-interview approval (see “Unclassified Search and Hire Processes Guide”). Be sure to send a copy the Associate Dean’s administrative assistant when requesting pre-interview approval.

Upon completion of the interview process, the search committee makes its recommendation to the department head (exceptions do apply), and the department then prepares the Proposal for Academic Appointment (PAA) packet which contains the following (see “Unclassified Search and Hire Process Guide” for instructions and examples):

1. Proposal for Academic Appointment (PAA) Form
See <http://osu.orst.edu/admin/hr/isteam/webforms.htm> under Employment Services to obtain PAA form.
2. Screening reasons why any women or people of color were not selected.
3. Draft letter of offer consistent with the Sample Letters of Offer found on the Office of Human Resources Employment Services website at <http://osu.orst.edu/admin/hr/jobs/hiringtools.html>.
4. Appointee’s curriculum vitae, resumé.

Upon approval by the Associate Dean, the PAA packet is forwarded to Office of Human Resources for their review and approval. Once appointment is approved, an e-mail is sent to the Associate Dean’s administrative assistant and the departmental contact. The PAA packet with approval signatures is returned to the Associate Dean’s administrative assistant who makes a copy of the signed PAA form and forwards the PAA packet to the College’s business office for further processing. The department is now authorized to send the formal letter of offer to the employee.