



TOURO UNIVERSITY

C A L I F O R N I A

National Searches for Faculty, Staff and Administrators

POLICY 3.002

Volume 3: Human Resources

Chapter 1: National Search Policy

Responsible Executive: Director of Human Resources

Executive Council Approval Date: September 13, 2011

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Revised:

REASON FOR POLICY: To insure consistency, efficiency and fairness in executing national searches for faculty, staff, and administrator positions.

WHO SHOULD READ THIS POLICY:

- Touro College President/CEO
- Touro University Western Division Senior Provost
- Touro University California (TUC) Provost/COO
- TUC Chief Financial Officer
- TUC Deans, Associate and Assistant Deans, Program Directors, and Chairs
- TUC Faculty, Staff and Administrators

POLICY STATEMENT: The Department of Human Resources will serve as a procedural resource for faculty, staff and administrators conducting national searches for new employees. The following policy is designed to expedite the search process and insure compliance with Federal and State employment laws and regulations.

1. The senior Administrator, within the area conducting the search, is expected to coordinate the hiring process and insure that all institutional requirements are met. The Administrator is charged with making the final recommendation for the position, based on input from a Search Committee, and negotiating the contract offer, if the appointment is approved by the Provost/COO.
2. The Administrator decides when an applicant pool is of sufficient size to close the pool and authorizes the Search Committee to begin the process of reviewing applications. Once the pool is closed, no more applications are added to the pool. Applications that arrive later in the search process are kept on file in the event the first round of applications does not produce a sufficient number of finalists.
3. The Search Committee will go through a process called "paper screening" where cover letters and resumes are reviewed and the applicants that do not meet the minimum criteria as advertised in the vacancy announcement will be eliminated.

The Administrator and Human Resources Department will be sent a copy of every applicant file, since they provide administrative oversight to the process. If the position is an administrative position, like an Associate Dean, the Provost should also be sent a copy of every applicant file.

4. After paper screening, the Search Committee ranks the remaining qualified applicants according to experience, education, scholarship record, or other factors which are identified in the vacancy announcement. It is recommended that the pool be divided into three groups: 1) applicants who emerge as very strong candidates who should talk with the Search Committee; 2) applicants who are at the bottom of the pool; and 3) all other applicants who have met the minimum criteria. All applicant files should be treated as confidential information during the search process and retained for two years from the date the hire decision was made.
5. The Search Committee ranks the applicants in the first (highest ranked category) and schedules telephone interviews. If possible, five or six telephone interviews should be conducted.
6. Based on the phone interviews, the Search Committee identifies the top three applicants to invite for a campus visit and notifies applicants that references are to be called. It is recommended that reference calls for a single applicant are divided amongst different Search Committee members, so no Search Committee member is perceived as an advocate for a particular applicant.
7. Based on the reference calls, the Search Committee selects (ideally) three applicants for a campus visit. Before the campus visit, Administrator notifies HR of all candidates invited for an on campus interview and ensures a pre employment packet is sent to the candidates. The completed packet should be submitted to HR before the site visit. The pre employment packet consists of the application and form for a background check.
8. The Committee coordinates the campus visit, solicits feedback from the larger college/campus community, and prepares a written report for the Administrator. The report identifies strengths and weaknesses of each finalist based on the telephone interview, reference checks, campus visit, and review of the CV.
9. Based on information from the Search Committee, the Administrator rates the candidates and asks Human Resources to conduct a background check on the finalist he/she rated first for the position. No contract offer should be made until the background check is completed. HR will notify the Administrator and Provost/COO if the background check reveals information of concern. The finalist should also be sent a copy of the background check report if findings are reported.
10. If there are findings from the background check, the Administrator and Provost/COO will discuss the need to do background checks on other finalists. Once a finalist is identified for the position, the Administrator, in consultation with the Provost/COO, will move forward with the contract negotiation process.