

Procedure for Filling a Faculty Position
College of Agricultural Sciences

I. Request to Fill Approved Position

The department head should arrange a meeting with Dean's Office (814-865-0312) to review the faculty search process. The following information must be provided to the Dean as a request to fill the position:

1. Justification for position
2. Position description; include proposed rank, responsibilities, appointment percentages, qualifications, selection criteria
3. Source of salary funds
4. An estimate of startup costs and sources for funding.
5. Description of specific undergraduate and graduate courses to be assigned to the position. Indicate if these courses are core or electives and previous enrollment for the past 2-3 years.
7. List of available office or laboratory space; provide notations if renovations will be required.
8. List of Search Committee members; positions with an extension assignment will typically include a representative from county or regional staff on the committee.
9. List of advertising venues, budget and funds to support advertising. Include who will be placing the ad. Advertisements cannot be placed without prior approval from the Recruitment and Compensation Department. Include at least one advertisement venue targeted to underrepresented populations—a listing of resources can be obtained from the Office of Human Resources. Upon approval, all materials will be sent to Mindy McMaster -Human Resources Assistant (308).
10. Request to Fill Position form should be filled out for the position and signed by the Dean and if applicable Department Head.

II. Approval of Position Description, Start-Up Costs, and Search Committee

The Deans will review the Request to Fill approved position information to approve the position description, start-up costs, and the composition of the search committee. The Department Head will meet with the Deans to finalize the position description. Substantive changes to the position should be discussed with the Dean prior to initiating the search process.

III. Activities of the Search Committee

The search committee will review applications through the online application system (EJMS). Applicants that do not apply online will not be considered. If you do receive applications through email, they should be directed to the Penn State job site. Dossiers of three to six best qualified candidates should be submitted to the department head. The department head will recommend to the Dean which candidates should be interviewed. Dossiers should include:

1. Letter of application
2. Curriculum vitae
3. Academic transcripts
4. Minimum of three letters of reference
5. One copy of the position description

Affirmative Action Search Procedure

The Affirmative Action Office will receive notification from EJMS when an academic vacancy is posted. An Academic Recruitment Form will be sent to Mindy McMaster in Human Resources to be forwarded to the department contact for completion.

The department will complete the Academic Recruitment Form indicating the name of the Search Committee Chair, the composition of the search committee and the name of the department contact.

The Academic Recruitment Form should be returned to the Affirmative Action Office within 5 days.

If the department (Tenure Track) or college (Fixed Term) is underrepresented for women and/or minorities, a Short List Approval Form will be sent with the Academic Recruitment Form. This form is to be submitted to the Affirmative Action Office to identify the diversity of the short list prior to inviting candidates for interviews.

The Dean will discuss the applicants with the department head and make the decision on who will be invited to campus for interview.

College Affirmative Action Procedure

If minority and female candidates apply for the position and are not among the finalists selected for interview, then the department head will provide information to the Dean concerning their applications and the reasons they were not selected. The department head should be specific in their description of these candidates' weaknesses and areas of concern.

Please contact Mindy McMaster in Human Resources to obtain the Affirmative Action information for the position.

IV. The Interview Process

The department head will be responsible for inviting candidates to campus and arranging interview schedules appropriate for the specific position. In addition to meetings with members

of the department, the schedule should include a 30-minute meeting with the Dean or Senior Associate Dean and the relevant Associate Deans who represent the appointment areas of the position, i.e., extension, undergraduate and graduate education, research – having all deans in the same meeting. Before deciding on an interview date, contact the Dean’s Office for the Dean or Senior Associate Dean’s schedules. Contact the relevant Associate Dean’s staff support for their schedules. Once the interview date is set, the departmental staff assistant should inform all other deans of the interview date so they can attend if available. The Department Head is invited to join the candidate in the meeting with the deans. The following should be provided to ALL deans and Human Resources at least one week before the interview:

1. Interview schedule
2. Letter of application
3. Curriculum vitae
4. Letters of reference
5. Position description

V. The Decision Making Process

Departmental faculty will meet to discuss and evaluate the candidates after all the interviews are completed. Subsequently, the faculty will identify the acceptable candidates; share this information with the department head, who will then summarize faculty rankings. This information, along with the recommendation of the department head, will be presented to the deans. A recommendation on salary, rank, and tenure status should be made in consultation with the Senior Associate Dean.

Developing and Making an Offer

The department head must work with Senior Associate Dean to develop the written offer following University procedures. If applicable, relevant information on VISA status and degree completion must be provided. The salary offer must be approved by the Dean. The offer letter is sent from the Dean with copies to the department head, Senior Associate Dean, HR Representative, and Financial Office Representatives. Human Resources will provide the offer letter to the candidate along with background check information and copy all parties involved. Upon favorable receipt of background check results, Human Resources will notify applicant, Deans Office and department head.

The department head will notify the Dean when the candidate accepts or declines the offer. The department head will notify the following units within the College of the candidate’s start date: IT, HR, Director of Administrative Services, Director of Communications, and the Deans Office.

Once the position is filled, an Affirmative Action Report will be generated through EJMS at the time of hire and completed copy will be sent to the Affirmative Action Office electronically.

Letters should be sent to unsuccessful applicants by the department contact.

VI. Responsibility for Expenses Associated with Interviewing Candidates

The department head will present the curriculum vitae of candidates chosen for an interview to the Dean and seek approval to contact these individuals prior to arranging on-campus interviews.

Expenses, as defined below, incurred in interviewing candidates for tenure track faculty (Assistant, Associate, and Professor) in the College of Agricultural Sciences will be the responsibility of the College. Expenses associated with interviewing candidates for all other positions must be covered by the department to which the position is assigned. Specific responsibilities for funding expenses associated with the interviews are as follows:

1. The Dean's Office will reimburse departments for the travel expenses for one trip to University Park for up to three candidates. Unless prior approval is sought from the Dean, the department will be responsible for all expenses incurred for additional candidates, and additional interview trips for a single candidate. Expenses covered by the Dean's Office will include:
 - a. Candidate transportation (transportation to and from airport is a departmental expense)
 - b. Candidate meals
 - c. Candidate hotel bills
 - d. Candidate parking fees

The candidate should pay these expenses (other than air travel, which can be direct-billed or charged to appropriate departmental purchasing card) and then submit a travel support form through ERS to the department involved. The department will process the travel support form and initially pay all expenses from departmental budgets. After all interviews are completed, a typed summary of travel expenses and copies of all documentation should be sent to Administrative Services (RM 207 Ag Admin) for the Dean's Office approval and for reimbursement through a single budget amendment. Charge these expenses on general funds, for that is where the budget amendment must be processed.

The department is encouraged to make room reservations for all candidates at the Nittany Lion Inn. These charges can be billed directly to the department. If a candidate is housed elsewhere, then the candidate must pay the room charges and recover expenses using the appropriate financial form.

2. The department is responsible for the advertising costs for the faculty search that is coordinated through the CAS Human Resource Office.
3. The Dean's Office will not reimburse departments for costs associated with group meals and other incidental expenses that result from the interview process. The department will be responsible for arranging payment for these expenses. Such expenses incurred at locations other than the Nittany Lion Inn must be paid by the host and recovered by filing an ERS Report.
4. Departments are responsible for costs associated with photocopying and mailing of materials and videotaping candidate seminars.
5. The Dean's Office will reimburse the department for the moving expenses for new faculty. Moving expenses for new employees should not normally exceed \$10,000 (See <http://guru.psu.edu/policies/OHR/hr73.html>, Payment of Moving Expenses for Certain Members of the University Faculty and Staff). If the amount of the move will exceed \$10,000, the department must obtain prior special written approval from the Controller through the College Financial Officer (206 Ag Admin). The Dean's Office will only reimburse up to

\$10,000; the department is responsible for any amount above and beyond. The departments will coordinate the move with the new employee and the University's Purchasing Department. When the move is complete, send request and copies of documents to Administrative Services (RM 207 Ag Admin) for Dean's Office approval and reimbursement through a single budget amendment. Again, these expenses should be charged on general funds so the budget amendment may be processed.

6. Expenses for any other travel and/or visits to the campus made after an offer is accepted by the successful candidate must be covered by the department and appropriately reported on the Moving Expenses Support Form.
7. All expense reimbursement requests must be made within the same fiscal year and no later than 6 months of the expenses occurring. Requests received after this time frame will not be reimbursed.