

**Procedure for Filling a Tenured Faculty Position**  
**College of Agricultural Sciences**

**I. Position Request Process**

College funded faculty positions will normally be discussed during their development in the Department's annual report, and by the Department Head with the Dean during their monthly meetings. A proposal should then be sent by the Head to the Dean for discussion at meetings of the Deans.

The following information must be provided to the Dean as a request to fill the position:

1. Justification for position, normally 1-2 pages, including justification for a proposed rank.
2. Position description, including responsibilities, appointment percentages, qualifications, selection criteria and weeks of service.
3. Source of salary funds.
4. An estimate of startup costs and sources for funding utilizing the [Startup Template Spreadsheet](#)
5. Description of specific undergraduate and graduate courses to be assigned to the position.
6. List of available office or laboratory space; provide details if renovations will be required.
7. List of Search Committee members; positions with an extension assignment will typically include a representative from county or regional staff on the committee. Diversity and some representation outside the hiring department(s) is expected, with a total odd number of members to avoid ties in any votes.
8. List of advertising venues, budget and funds to support advertising. Include the name of the contact person who will be working with Shared Service to place the ad. Advertisements cannot be placed without prior approval from HR Shared Services. Including at least one advertisement venue targeted to underrepresented populations is highly recommended.
9. Approval of Position Description, Start-Up Costs, and Search Committee

The Deans will review the submitted information. Following that review, the Senior Associate Dean will work with the Department Head to finalize the request.

**I.a. Forms Required after Receiving Dean's Approval**

1. The [College Request to Fill Position \(U Park Positions\)](#) form should be filled out for the position and signed by the Supervisor and Unit Leader.

- a. The Hiring Manager will submit the above completed form to Denise Miller, [dls3@psu.edu](mailto:dls3@psu.edu), 814-865-6647 in Administrative Services.
  - b. Administrative Services will verify budget information; obtain approval from the Dean's office, and notify the hiring unit.
2. The Department will complete the [Request to Post](#) in WorkLion. This form is submitted to Shared Services for them to advertise and post the position.

## II. Activities of the Search Committee

Our College requires that search committee members complete search committee training prior to beginning the search process and being granted viewer access to the candidates. If a member of the search committee has not participated in the training, he/she may do so via the following recording: <https://meeting.psu.edu/p6j0ix3ib6f/>. The presentation, forms, and information are located on the College HR website: <http://agsci.psu.edu/hr/search-committee-training>. After completing the training, individuals should notify the appropriate HR Consultant.

The search committee will review applications through the online application system (EJMS). Applicants that do not apply online will not be considered. If you receive applications through email, applicants should be directed to apply via the Penn State job site. Dossiers of three to six of the 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

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

The College strives to achieve diversity in the pool of applicants interviewed. For candidates deemed to be qualified for the position but **not** among the finalists selected for interview, the search committee will provide information to the Department Head concerning each of these applicants and the reasons they were not selected for interview. The Department Head should be specific in sharing this information with the Dean. Detailed justification is not needed for applicants who are not qualified (i.e., lacked degree requirements, lacked experience in the discipline area, lacked documented accomplishments in the areas of responsibility).

### Affirmative Action Search Procedure

The Affirmative Action Office (AAO) will receive notification from EJMS when an academic vacancy is posted. Penn State Recruiting will send an Academic Recruitment Form to the

department contact for completion. If the department is underrepresented for women and/or minorities, a Short List Approval Form will be sent with the Academic Recruitment Form.

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 AAO [searches@psu.edu](mailto:searches@psu.edu) within 5 days, with a copy to the Dean. The Short List Approval Form should be returned to AAO by the search committee chair, with a copy to the Dean, prior to commencing with interviews.

### **III. 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/Assistant Deans who represent the appointment areas of the position, i.e., extension, undergraduate and graduate education, research – having all deans in the same meeting. Human Resources can be available to meet or answer questions as needed. Before deciding on an interview date, contact the Dean's Office for the Dean or Senior Associate Dean's schedules. Contact the relevant 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 the department's assigned HR Consultant at least one week before the interview:

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

### **IV. The Decision-Making Process**

Departmental faculty should meet to discuss and evaluate the candidates after all the interviews are completed. Subsequently, the search committee will summarize faculty input, identify acceptable candidates, and outline strengths and weaknesses of candidates interviewed. This information, along with the recommendation of the department head, will be presented by the department head to the Deans for approval. 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 the 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 and Memorandum of Personal Service is sent from the Dean with copies to the

department head, Senior Associate Dean, HR Representative, and Financial Office Representatives. Please keep in mind that the offer and start date is contingent upon the completion of the required background check(s) and may be delayed until visas are processed (if needed).

Upon signed receipt of Memorandum of Personal Service, the Dean's office will notify the department head, Senior Associate Dean, the department assigned HR Consultant, and Financial Office Representatives. At this time, the hiring department will complete the [Hire Full-time Employee](#) form in WorkLion.

Penn State HR will send a letter of Welcome to the selected candidate, copying the Hiring Manager and the HR Consultant.

The department head will notify the following units within the College of the candidate's start date: IT, HR Consultant, Director of Administrative Services, Director of Communications, and the Dean's Office: [las54@psu.edu](mailto:las54@psu.edu).

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 interviewees by the search committee chair.

## **V. Responsibility for Expenses Associated with Interviewing Candidates**

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. 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 and/or hotel reservations at The Nittany Lion Inn or The Penn Stater which can be direct-billed or charged to appropriate departmental purchasing card) and then submit a travel support to the department for reimbursement through ERS. (Please note: The department is expected to make room reservations for all candidates at The Nittany Lion Inn or The Penn Stater. If a candidate

makes hotel reservations elsewhere, then the candidate must pay the room charges and recover expenses using the appropriate financial form.)

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.

2. The department is responsible for the external advertising costs for the faculty search.
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 or The Penn Stater 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 recording candidate seminars.
5. The Dean's Office will reimburse the department for the moving expenses for new faculty. The College of Agricultural Sciences limits moving expenses to \$10,000. If the amount of the move will exceed \$10,000, the department must obtain prior special written approval from the Dean's Office. The Dean's Office will only reimburse up to \$10,000; the department is responsible for any amount above and beyond.

PLEASE NOTE: Due to changes to the federal tax law, all moving expenses incurred on or after January 1, 2018 that are paid or reimbursed by the University will be taxable to employees. 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 authorized in the offer letter, covered by the department, and appropriately reported on the Moving Expenses Support Form.