

Faculty Searches:  
A Helpsheet from Human Resources, Provost Office, and  
Equal Opportunity, Ethics, and Access  
Illinois State University

This helpsheet is intended to assist search committees, department chairs/directors, and support staff during the tenure track faculty search process. You may seek additional help directly from the facilitators listed at the bottom of this document.

### Advertise Positions

- Review [Academic Affairs Recruitment Fund Policies and Procedures](#)
- Complete the online Request for Advertising form [PERS 932](#) for permission to advertise and if applicable, to receive recruitment funds to help pay for the ad. Once completed, print form, obtain appropriate signatures, and forward to Destini Martinez ([damart2@ilstu.edu](mailto:damart2@ilstu.edu)) in the Provost Office at Campus Box 4000.
- Submit at least two of the following types of ads (web ad, regular print ad, short print ad) via an e-mail attachment of the selected copy ready ads to Susan Rogers ([sjroger@ilstu.edu](mailto:sjroger@ilstu.edu)).
- Once approved, Human Resources (HR) will place all ads on the appropriate Illinois State University web page and by request on HigherEdJobs.com and the Chronicle; all other approved ads will be placed by the departments or units.

### Complete Training

- Sign up with HR for Faculty Search Committee Training. Contact Candice Logsdon at ([clogsdo@ilstu.edu](mailto:clogsdo@ilstu.edu)).

### Organize the Applications

- Stamp the date on arrival of each application.
- Solicit any missing materials (references, vitae, etc.).
- Send out acknowledgment letters and [Voluntary Information Form](#)
  - Be sure to include the position number and department on the bottom of the second page of VIF form and return envelope. You can get a pre-paid postage envelope from the Equal Opportunity office.

### Screen Applications

- Eliminate applications that do not meet the minimum qualifications and send regret letter immediately.
- Prepare search committee candidate evaluation form. [Candidate Evaluation Form](#)
- Identify the most qualified candidates
- Submit the short list on the [PERS 931](#) (submission 1 of 2) Affirmative Action Search Form to Equal Opportunity
- We are not allowed to contact secondary references anymore
- Create a list of questions which will provide consistency in evaluation
- Review acceptable and unacceptable question list which can be found at [Pre-Employment Inquiry Guide](#)
- After receiving approval from Equal Opportunity schedule and conduct telephone interviews
- Check references

## Schedule Campus Interviews

- Contact the "Lead Staff Member" of your College regarding funds available for expenses incurred during the on campus searches
- Schedule interviews and arrange for transportation and lodging
- Prepare evaluation sheets for those invited to candidate forums
- Send recruitment packets to candidates one week before the scheduled interviews. Recruitment Packets are now available under Manager's Toolkit under Recruitment & Hiring [http://www.hr.ilstu.edu/downloads/Electronic\\_Recruitment\\_Packet.pdf](http://www.hr.ilstu.edu/downloads/Electronic_Recruitment_Packet.pdf)
- Please include the Reasonable Accommodation Language in the information sent to final candidates. *"It is the policy of Illinois State University to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to fully participate in the interview process, please contact Mike Hurt at 309-438-8311 or [mohurt@ilstu.edu](mailto:mohurt@ilstu.edu). Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations for a person's disability."*

## Make Offer

- Submit [PERS 931](#) (submission 2 of 2) Affirmative Action Search Form to Equal Opportunity for approval of leading candidate(s)
- After receiving approval from Equal Opportunity, make offer to candidate
- The Provost Office is requesting that all offer letters to new faculty hires, including new permanent or new interim Department Chair/School Director hires, be submitted to the Provost Office for review prior to being sent to the candidate
- Once the department chairperson/director or supervising administrator concludes negotiations; send an offer letter to the leading candidate
- Send regret letters to finalists and all other qualified applicants

## Dean/Chair Report

- Report name and negotiated salary of hire to Destini Martinez in Provost Office by April 15<sup>th</sup>

## Organize and Retain Search Documents

- Retain:** job description, printed and electronic postings of position notice, application materials, recruitment committee memos, completed reference check forms, notes or completed forms from phone interviews and on or off campus interviews, e-mail and other electronic communications with the applicant
- Affirmative Action Search Form PERS 931 (if failed search). If successful search, send original search form to HR.
- Store Recruitment Committee files in secure area and retain for 5 years following date of appointment
- Destroy unofficial documents.** All handwritten notes that committee members make during the search process should be submitted to the contact person at the end of the search. The contact person will shred all handwritten notes as they are not to be included in the materials that are retained.

## Contacts

Name	Title	E-Mail	Phone
Destini Martinez	Business Associate, Provost	<a href="mailto:damart2@ilstu.edu">(damart2@ilstu.edu)</a>	438-2158
Rebecca Kovar	Admin. Clerk, Equal Opportunity	<a href="mailto:rrkovar@ilstu.edu">(rrkovar@ilstu.edu)</a>	438-3383
Susan Rogers	Human Resources	<a href="mailto:sjroger@ilstu.edu">(sjroger@ilstu.edu)</a>	438-3826
Candice Logsdon	Human Resources	<a href="mailto:clogsdo@ilstu.edu">(clogsdo@ilstu.edu)</a>	438-5680
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