

determine (in consultation with the Dean's office or the Equal Opportunity Coordinator) what steps should be taken to avoid conflict of interest. In some cases, it would be inappropriate for that individual to serve on the committee.

First Meeting of Search Committee. Invite the Director of Compliance and Associate Dean. [Administrative Assistants](#) will attend the mandatory first meeting of the committee search launch. This meeting will clarify search procedures, the function of the committee, individuals' responsibilities and requirements for record keeping and confidentiality.

[Search Chair](#) to advertise position for a minimum of 15 days. The search officially starts when advertised outside of FLC. The Director of Compliance will post job on the HR website and Chronicle of Higher Education, and in Higheredjobs.com

[Administrative Assistant](#) may need to research the cost of ads, maximum word counts, etc. Once the Dean and Provost have approved the ad and its placement, the department Administrative Assistant will place the ads.

- The pre-approved allocation to spend on advertising is \$500. Due to new advertising requirement, some additional funds may be available upon request to the Provost.
- When the online job ad is placed, please be sure to print the job ad to PDF or take a screenshot. Save that PDF or screenshot to your files, the department's shared drive (if a shared drive exists), as well as sending a copy to the Dean's Office for their record. Saving a copy of the job ad will be beneficial if the Compliance Director ever needs to reference it.
- Outreach: Each search committee

not essential. The broadest set of qualifications, rather than too specifically prescribed qualifications, is required to attract a diverse pool of candidates.

- Equal Opportunity: Everyone should be considered equally with regard to letters of inquiry, telephone calls, Zoom/Skype/FaceTime interviews, campus interviews, teaching demonstrations, research presentations, etc. For example, search committees should agree on a common list of questions to ask all interview candidates, including internal candidates. (This does not exclude the possibility of different questions asked of different candidates as follow-ups to the common questions.) If an applicant seeks a personal meeting with a search committee member or chair (usually a candidate might say "I will be in town anyway and I would like to meet to learn more about the position.") a meeting should not be granted.

Search Committee develops short list.

- Notes: The committee chair should keep careful notes summarizing the decisions made regarding each candidate. These notes will constitute the official record of the committee actions and should be kept for three years by the department or forwarded to the Archives Manager at the conclusion of the search. The notes are important in the event of an equal opportunity challenge to the search. All other members of the search committee should be careful to shred any notes they may have kept during the search as soon as the search is complete.
- Email: Search committee members should refrain from communicating about candidate evaluations on email. Email may be used for scheduling meetings and logistic support, but deliberations regarding candidates should be done face-to-face or Zoom in committee meetings. Emails may be used for seeking clearance from the Compliance Director and/or Dean during the search process.
- **Search Chair** to "Decline" in Workday all candidates who did not qualify, by selecting the appropriate reason for their rejection. Workday will automatically send an appropriate response to the rejected candidate.
- Notifications: Avoid premature notification of the status of the individual applicant. Whereas it is good procedure to not keep people in suspense too long, do not eliminate too many candidates too soon because your primary choices may not be available in the final stages of the search. The committee should agree on a reasonable secondary list of finalists.

Committee to conduct Web Based Interviews (i.e. Zoom.) The committee needs to have their Outlook Calendars up to date to make scheduling interviews feasible for the Admin Assist.

- The person tasked with scheduling the interviews (typically the Admin Assistant) should communicate with the candidates through Workday to the extent that is feasible.
- Candidates should be considered equally with regard to letters of inquiry, telephone calls, Skype/Zoom/FaceTime interviews, campus interviews, teaching demonstrations, research presentations, etc. For example, search committees should agree on a common list of questions to ask all interview candidates, including internal candidates. (This does not exclude the possibility of different questions asked of different candidates as follow-ups to the common questions.)
- If an applicant seeks a personal meeting with a search committee member or Chair (usually a candidate might say "I will be in town anyway and I would like to meet to learn more about the position.") a meeting should not be granted.
- Web Based interviews should be scheduled in advance, with at least a day's notice.
- These interviews should be conducted by the search committee as a whole or by a sub-group of the search committee whose membership is consistent for all web-video interviews.

Expense reports must include date, candidate name and members of committee attending.

Schedule at least one lunch alone with the students.

Meals should not exceed the published per diem rate for Durango. If you desire a higher rate, then pre-approval is needed from the Provost.

Current rate on GSA website is \$74/day for Durango.

- o Broken Down As:

- \$17- Breakfast per person

- \$18- Lunch per person

- \$34- Dinner per person

The maximum number of dinners allowed is 2 for each candidate. A total of 4 persons may attend dinner; this includes the candidate.

The maximum number of lunches allowed is 2 for each candidate. A total of 4 persons may attend lunch; this includes the candidate. Meals with the students will be at the San Juan Dining Hall or the Rocket Grill. A letter will be provided letting staff know to allow the meals and who to contact to invoice. [Administrative Assistant](#): See Lunch Letter Provided in SharePoint.

The maximum number of breakfasts allowed is 2 for each candidate. A total of 4 persons may attend breakfast; this includes the candidate.

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Please ensure that you inquire about tax exempt status for hotel reservations.

Some local hotels offer FLC rate. When available, using one of them should be a priority. The General Palmer is the preferred hotel, with the Rochester as a backup.

The college will reimburse only a single room rate. The maximum stay that the college will reimburse is 3 nights.

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- Departments will be responsible for the office supplies, stationery, and duplicating and faxing expenses.
- Campus visits are challenging for all involved. Be sure to pace the visit carefully and to explain to candidates the expectations for their visits. A detailed interview schedule should be provided to candidates prior to arrival. All candidates must meet with the Dean while on campus. Be sure to check with the Dean's Office for availability before scheduling a campus visit.

List of Requirements for On-Campus Visit

Search Chair is responsible for making sure the candidates know exactly what is expected of them during the on-campus interviews, what they need to prepare for, and what they need to bring. Ask the Chair if you need to relay any information to candidates preparing for the on-campus interviews. Be sure to check with the Dean for good days for candidates to come to campus prior to scheduling.

- A teaching demonstration. (Schedule the teaching and research presentations on different days of the two-day visit.)
- An opportunity to present and discuss research/creative work. Presentation should be publicized and open to the campus community.
- An opportunity to speak with students alone.
- Interview with the Dean. **Administrative Assistant:** Please attach CV to calendar invite for Dean to review prior to interview with candidate.
- Time to meet people on campus both in and beyond the department, who may relate closely to the candidate's interests or responsibilities.
- A tour of campus (a good opportunity for a member of the committee, e.g., students, to have informal time with the candidate).
- A tour of town and an opportunity to learn about housing and living environment if the candidate is not from the surrounding area. A tour may be given by a local realtor who is not a family member of any of the departmental employees.

Search Chair to reject in Workday candidates who will not continue in the process. Workday will automatically generate an appropriate response based on the rejection reason. Please note that sometimes it will be appropriate for the Search Chair to call a candidate and let them know they will not be moving forward in the process (i.e. internal candidates, or candidates who have been involved in the on-

- Offer of a Position: An offer, or promise of an offer, may not be made by anyone other than the Dean. The Dean will negotiate the conditions of the hire with the candidate and finalize the offer.

Candidate Accepts (If candidate rejects offer – notify HR)

FOR ADJUNCT/ VISITING INSTRUCTOR HIRES ONLY:

- Adjuncts- Department Chairs will request their Adjunct/Overload need using the MS Form that has been shared from Academic Affairs. Dean will review requests and submit a list of approved adjuncts/overloads to Academic Affairs for final review and approval. Administrative Assistants, please do not start any hiring processes or input any adjunct pay until approval from the Provost has been given. *Approval email from Academic Affairs will need to be uploaded/attached to any PAP that is submitted in Workday.

New Hires Adjuncts:

VISITING INSTRUCTOR SEARCH CHECKLIST

For the most part this search follows the guidelines for the Tenure Track Search

Differences:

- Does not have an advertising budget.
- Does not have a campus visit.

Requires the Dean's approval for hire.