



COLLEGE OF NATURAL SCIENCE

Position Name: _____

Unit(s): _____

CNS Faculty Search Procedures

	Action	Responsible Party	Date Completed
	Unit administrator submits proposal for faculty searches for the upcoming academic year. Due in CNS Dean's office by June 1.	Unit Administrator	
	The dean notifies unit administrators which searches have been approved. CNS Faculty Excellence Advocate (FEA) is copied on notification.	Dean	
	FEA contacts unit administrator and chair of search (if known) to discuss search and search committee composition. .	FEA	
	The search committee chair schedules the first search committee meeting to include the FEA. The FEA will discuss best practices for faculty searches and distribute ADAPP and CNS specific material.	Search Committee Chair	
	The search committee chair submits the following items to the FEA for preliminary review (prior to entering into in EBS): <ul style="list-style-type: none"> • a position description/advertisement • evaluation criteria • Academic Hiring Availability Data and Recruiting Activities Form https://facacadplacementgoals.hr.msu.edu/application/AcademicHiringReport.jsf	Search Committee Chair	
	FEA reviews submitted documents and recommends changes if appropriate. FEA notifies search committee chair that position is approved to be entered into EBS.	Dean/FEA	
	The unit staffing coordinator enters the position into EBS. The Academic Hiring Availability Data and Recruiting Activities form must be attached.	Search Chair/Unit Staffing Coordinator	
	The CNS HR coordinator approves the Academic Position Request in EBS at the college level. It is automatically routed to the Office of Inclusion and Intercultural Initiatives (I3). After I3 approval the position request is routed to AHR, which posts the position on COMPASS.	CNS HR Coordinator/I3/AHR.	
	HR notifies the unit staffing coordinator via email that the position has been posted on the MSU jobs site. Once the position is posted it can be externally advertised. Currently, candidates MUST submit applications through COMPASS.	Search Chair/Staffing Coordinator	

CNS Faculty Search Procedures

	The search committee reviews applicants using the established criteria and determines which candidates will be interviewed. If the number, quality, or diversity of the pool of applicants is not satisfactory, the search committee may extend the application period, and strategies to increase the applicant pool/quality/diversity should be employed)	Search Committee	
	The unit staffing coordinator records the status of each candidate in COMPASS. The most likely choices to be used are: 1) Recommended for Interview, 2) Recommended for Interview-Alternate, 3) Withdrew Prior to Interview, and 4) Not Selected. The interview list is automatically routed to the unit administrator, CNS dean's office, and I3 for approval.*	Search Chair/Staffing Coordinator	
	Once I3 approval is received (through COMPASS) the search chair invites candidates to campus. The search committee interviews and evaluates candidates using the agreed upon criteria	Search Chair /Search Committee	
	The search committee makes hiring recommendations to the unit administrator, who then makes hiring recommendations to the dean.	Search Chair/ Unit Administrator	

*In cases where outstanding applicants are identified after the list of candidates to be interviewed has been approved by I3, the unit administrator can request that additional names be added to the interview list. This request must be approved by I3 before these additional candidates are invited to interview.