RECRUITING UNIT 18 NSF APPOINTEES

Abbreviated Recruitment Process
- Open recruitments required whenever practicable
- Regardless of percentage of effort/length of appointment
- Waivers should be rare

Before Building in Recruit, You Will Need:
- Academic Title, Title Code
- Required qualifications and/or preferred qualifications
- Descriptions of knowledge, skills, and abilities
- Ad text can include multiple subfields and specialties
- A outline of all documents that applicants must submit

Building in Recruit
- 365 Days, OUF/IRD, Quarterly Review Dates, Multi-Hire, Use Specializations feature to separate disciplines
- Search Committees
  - at least 3 academics, responsible for ensuring that equity and inclusion is part of identifying and selecting a diverse, qualified, and talented candidates
- Contributions to Diversity Description:
  - “Please describe any teaching strategies you currently use or plan to use to foster a diverse and inclusive learning experience, and to enable all students to excel and fully participate in the learning process.”
- Outreach efforts:
  - Extensive recruiting efforts not required for Unit 18 temporary appointment
  - OARS Posts to HERC, America’s Job Exchange, DiverseJobs, HigherEd Jobs
- Selection Criteria:
  - Measurable, prioritized needs of the department, used to narrow down shortlist
- Selection Process:
  - Procedural, how the Search Committee will review candidates according to criteria
- Abbreviated Approvals
  - Dept. Chair → OARS Analyst → Dean

Dispositioning Applicants
**Dispo Comments:** Must be focused on what shortcomings in the application caused the candidate to be deselected without comparing them to other candidates being considered.

<table>
<thead>
<tr>
<th>Applicant Status</th>
<th>Deselected at Shortlist</th>
<th>Deselected at Search Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete: Required documentation has been submitted</td>
<td>Only Disposition Reason Needed</td>
<td>Only Disposition Reason Needed</td>
</tr>
<tr>
<td>Serious Consideration: Applicant should be considered for the shortlist</td>
<td>Disposition Reason and Dispo Comment Needed (Small)</td>
<td>Disposition Reason and Dispo Comment Needed (Small)</td>
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<tr>
<td>Recommend for Interview</td>
<td>Disposition Reason and Dispo Comment Needed (Medium)</td>
<td>Disposition Reason and Dispo Comment Needed (Medium)</td>
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<tr>
<td>Interviewed: in person, Skype, or Phone</td>
<td>Disposition Reason and Dispo Comment Needed (Large)</td>
<td>Disposition Reason and Dispo Comment Needed (Large)</td>
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<tr>
<td>Proposed</td>
<td>Disposition Reason and Dispo Comment Needed (X-Large)</td>
<td>Disposition Reason and Dispo Comment Needed (X-Large)</td>
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<tr>
<td>Withdrawn</td>
<td>Disposition Reason and Dispo Comment Needed</td>
<td>Disposition Reason and Dispo Comment Needed</td>
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Office of Academic Recruitment Services, JH, 05/01/2018