RECRUITING NSF APPOINTEES

Abbreviated Recruitment Process
- Open recruitments required
- Regardless of percentage of effort/length of appointment

Before Building in Recruit, You Will Need:
- Academic Title, Title Code
- Required qualifications and/or preferred qualifications
- Descriptions of knowledge, skills, and abilities
- An outline of all documents that applicants must submit

Building in Recruit
- Year-long recruitment, OUF/IRD dates format, Quarterly Review Dates minimum, Multi-Hires, multiple 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
  - at or above the position being recruited
- Contributions to Diversity Description for **IX Lecturer recruitments**:
  - “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.”
  - Applicants should summarize their past or potential contributions to diversity. See our Faculty Equity site for more information.
- Outreach efforts:
  - OARS Posts to HERC, America’s Job Exchange, HigherEd Jobs, DiverseJobs.net, DiversityJobs.com and OARS Social Media Pages
  - Additional Outreach Resources can be found on the OARS site
- 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
  - multiple disciplines, labs, projects in Specializations
  - Interview dependent on department practice
- 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. If the candidate is still under consideration for appointment at a future date please state that in the comment.

<table>
<thead>
<tr>
<th>Applicant Status</th>
<th>Deselected at Shortlist</th>
<th>Deselected at Search Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete:</td>
<td>Only Disposition Reason Needed</td>
<td>Only Disposition Reason Needed</td>
</tr>
<tr>
<td>Serious Consideration:</td>
<td></td>
<td>Disposition Reason <strong>and</strong> Dispo Comment Needed</td>
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<tr>
<td>Recommend for Interview:</td>
<td></td>
<td>Disposition Reason <strong>and</strong> Dispo Comment Needed</td>
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<td>Interviewed: in person, Skype, or Phone</td>
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<td>Disposition Reason <strong>and</strong> Dispo Comment Needed</td>
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<td>Proposed</td>
<td></td>
<td>Disposition Reason <strong>and</strong> Dispo Comment Needed</td>
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<td>Withdrawn</td>
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<td>Disposition Reason <strong>and</strong> Dispo Comment Needed</td>
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Office of Academic Recruitment Services