

Search Process Packet
for members of the
Search Advisory Committees (SAC)
for BSU and NTC

BEMIDJI STATE UNIVERSITY

Northwest Technical College

Updated: November 2026

Search Process Checklist: Generally, most searches will follow this full search process. The Search Process Checklist (see sample below) will be sent to the SAC Chair to update and maintain as we proceed through the search process. The SAC Chair will also email materials to human resources (HR) and they will notify the hiring authority (HA) and the HR Affirmative Action Officer (AAO) when materials are available for review /approval before proceeding to the next phase of the search. The document also contains sample timelines and emails for reference. This will allow the SAC Chair, HA and/or HR to see where we are in the search process at any time.

Bemidji State University — Northwest Technical College

BSU / NTC Search Process Checklist

Classification:		**Working Title:**	
Hiring Authority:		**SAC Chair:**	
Date Posted:		**HR Contact:**	
Bargaining Unit:		**PCN:**	
Search Number:		**HR Business**	

Date or X	Who?	Description of Task
	Cabinet & HA	Cabinet Member and Hiring Authority (HA) determine when a position needs to be filled; presents for Cabinet approval.
	HA	HA initiates the search by creating or updating the Position Description (PD); obtains Cabinet approval; appoints SAC Chair; submits PD, Vacancy Notice, Ad Plan and name of SAC Chair to HR.
	HA HR	HA and HR review / approve the vacancy notice or make recommended edits.
	HR	HR posts the position as scheduled and advertsizes per the Ad Plan.
	HA Chair	HA and SAC Chair form the Search Advisory Committee (SAC), create search timeline and draft interview questions and reference check questions, then forward the details to HR for approval; timeline, interview questions and reference check questions will be saved and maintained by human resources.
	HR	HR checks SAC Training status of SAC members and sends instructions, if needed. SAC training must have been completed in the past 12 months.
	Chair SAC	SAC Chair and SAC members complete SAC Training, if needed.
	Chair SAC	SAC Chair and SAC members draft interview questions and reference check questions, **if not already done**.
	Chair	SAC Chair emails the HA and HR interview questions and reference check questions for review / approval (see sample "APPROVAL NEEDED" email, if needed); SAC Chair maintains timeline as needed throughout the search process.
	HA HR	HA and HR review, edit and approve the interview questions and reference check questions, **if not already approved**.
	HR	HR reviews candidate pool for diversity and determines if candidates may be released.
	HR	HR prepares screening tool, releases candidates to the SAC and sends instructions.
	SAC	SAC meets to screen candidates.
	Chair	SAC Chair compiles the main screening tool (consensus of the SAC) with recommendations for interviews, emails to the HA and HR for review / approval.
	HA HR	HA and HR review / approve screening and requests for interviews; HR notifies HA if any candidates in the pool would be considered an affirmative action hire.
	HR	HR sends turndowns to those candidates that did not meet the minimum qualifications and/or who are not moving forward in the process.
	Chair	SAC Chair schedules the first round of interviews via Zoom.
	SAC	SAC conducts the first round of interviews via Zoom.
	Chair	SAC Chair prepares the SAC Summary of strengths/weaknesses for all candidates interviewed and SAC recommedations for second interviews, collects the notes taken by the SAC members, and emails these to the HA and HR for review / approval; see sample "APPROVAL NEEDED" email.

	HA	HA reviews / approves interview materials and requests for second interviews.
	Chair	SAC Chair schedules the second round of interviews (usually in person on campus).
	Chair	Once scheduled, SAC Chair notifies HR so they can send out Authorization for Reference Checks; also notifies HR if any candidates decline an interview or withdraw their application.
	HR	HR sends out Authorization for Reference Checks and Work Experience Forms (if applicable) to each candidate to complete and return.
	HR Chair	HR sends turndowns to those candidates who are not moving forward in the process unless the SAC Chair notes any of them should be retained in the pool for the time being.
	Chair	SAC Chair provides a copy of the vacancy notice and each candidate's cover letter and resume/CV to the Dean, Hiring Authority, their administrative assistant, and/or anyone else formally interviewing the candidates (these materials are **not to be** provided to anyone else outside the search process, such as during a campus forum or teaching demonstration, as they may contain private data).
	Chair SAC	SAC Chair meets and escorts candidates as needed; SAC conducts interviews; SAC Chair collects signed Authorization for Reference Checks form (if not already returned to HR).
	Chair	SAC Chair (or designee) escorts candidates to next interview or event, if needed.
	HA SAC	Candidates interview with the Dean, Hiring Authority, or others; participates in teaching demonstration or campus forum, if scheduled as part of the search process.
	Chair	SAC Chair prepares the SAC Summary of strengths/weaknesses for all candidates interviewed and SAC hiring recommendations (if wanted by the HA), collects the notes taken by the SAC members, and emails them to the HA and HR for review / approval; emails HR the signed Authorization for Reference Check form, if collected, see sample "APPROVAL NEEDED" email.
	HA	HA reviews / approves interview materials.
	HA	HA meets with SAC Chair or the full committee to discuss SAC recommendations, if needed.
	HA HR	HA makes hiring decision and consults with HR Business Partner for salary placement (all units except IFO - consult with Associate Provost).
	HA Chair HR	Prior to offer the HA, SAC Chair and HR will meet to discuss the overall search process and upcoming offer; HR determines if the proposed hire will be affirmative - if non-affirmative, HA will provide justification which will be maintained and submitted to MMB (when required).
	HA HR	HA conducts reference checks, extends verbal offer and notifies HR of respone; if the candidate accepts, HR prepares and sends written appointment/offer letter. HA sends HR completed reference checks on candidate.
	HA Chair	HA and SAC Chair forward all search materials/records to HR to be retained.
	HA Chair	HA notifies other finalist candidates that the position has been filled, unless delegated to SAC Chair (this can be done via phone, Zoom, in person, or email), and then notifies HR this has been done so the search can be closed.
	HR	HR completes the *Monitoring the Hiring Process* (MHP) form and submits to MMB as required; conducts end-of-search data collection/assessment.
	HR	HR closes the search file and retains all search records (4 years).

Hiring Process for the Search Advisory Committee (SAC) Chair

- Search Chair
- Search Committee
- Hiring Authority
- Human Resources

Creating the Job Vacancy and Supporting Materials – It is recommended the hiring authority and search chair go over these materials together. If the entire search advisory committee (SAC) can meet and work through them together, that would be even better. This helps ensure everyone has a clear understanding of the position and the type of candidate needed for the position. **Always partner with HR when you have questions.**

- Job Vacancy - Ensure all minimum qualifications are accurate, clearly stated, and identifiable. Candidates who do not meet **all** minimum qualifications will automatically be disqualified. Ensure all preferred qualifications are included and clearly stated. Candidates who meet preferred qualifications will receive higher ratings during the screening process, which will help make the screening and interview recommendations more consistent and efficient.
- Advertising Plan - Use the HR Advertising Plan, which includes the general areas where the position will be posted. Please also identify any additional advertising outlets that may generate more applications and help increase diversity within the applicant pool.
- First-round (Zoom) Interview Questions – Questions should reflect the job responsibilities and qualifications at a basic level. Include a question addressing diversity, equity, and inclusion. Typically, approximately 8–10 questions are recommended.
- Second-round (Campus) Interview Questions – Questions should be different from those used during the Zoom interview and should address the job responsibilities and qualifications at a deeper level. Include a question addressing diversity, equity, and inclusion. Typically, approximately 10 questions are recommended.
- Determining Search Advisory Committee members - The SAC should be composed of individuals who are somewhat familiar with the position and should reflect a range of perspectives. Some unions require union representation, so please check with HR when necessary. When possible, a diverse committee should include a balance of genders, individuals with differing racial, religious, and cultural backgrounds, and individuals with varying abilities. The committee should also include people who will work closely with the position or employee, as well as individuals who can provide an outside perspective.
- Teaching presentation/demonstration topic and evaluation - For positions requiring a teaching presentation or demonstration, the topic and evaluation criteria should be determined before interviews are scheduled and submitted for approval.
- Submitting materials for approval – Per the Search Process Checklist, the SAC Chair should email the materials to the primary HR Recruiter. The HR Recruiter will then send them to the Hiring Authority and Affirmative Action for review and approval before the search proceeds to the next step.
- Schedule Meetings - It is recommended that you prepare a search timeline and review the schedules of all committee members to determine the best days and times for meetings and interviews. We suggest placing several tentative blocks on committee members' calendars to ensure everyone is available when needed. You may want to consider blocking:
    - **Two hours** to screen candidates when they are released.
    - **One hour the following week** to prepare for and schedule interviews.
    - Additional blocks of time during the weeks when Zoom and campus interviews are scheduled.

  Planning these meetings and interview times in advance will help the search process move forward smoothly and ensure that committee members are available when needed.

Review Candidate Pools

- **If meeting as a group to screen the candidates:**
    - Screen - Use one "main" screening tool that includes all candidates and their information in one spreadsheet. The SAC will review candidates one at a time and document whether the candidate meets the minimum and preferred qualifications. If they do **not meet all** minimum qualifications mark "Not ALL

minimum qualifications are met." If the candidate **meets all minimum qualifications**, you will enter their strengths and weaknesses.

- Compile Recommendations - Once the screening spreadsheet is completed, you should be able to clearly identify candidates who do not meet the minimum qualifications. These candidates should have an "X" in the first yellow column, indicating they do not meet the minimum qualifications and cannot proceed in the search process. HR will send these candidates a turndown letter. The SAC will then review the candidates who met the minimum qualifications. Review their preferred qualifications, strengths and weaknesses, and overall screening results. The committee will determine the appropriate status and mark the corresponding yellow column (Interview, Maybe Interview, Qualified but Not Interview).
- Submit Materials - The SAC Chair will email the completed "main" screening tool to the HR Recruiter. The HR Recruiter will then send the screening results to the Hiring Authority and Affirmative Action for review and approval. Candidates will remain in the applicant pool until a decision is made to release them from the process. Once candidates are released, HR will send the appropriate turndown letter.

- **If screening individually:**
  - Screen - Each committee member will complete their own screening spreadsheet using the same instructions outlined above. The SAC will then meet to review and discuss the screening results together. If there are differences in how candidates were screened, the committee should discuss those differences and determine the status of each candidate. The SAC Chair will then compile the final "main" screening tool, which reflects the consensus of the entire committee. The SAC Chair should collect and retain each committee member's individual screening form.
  - Compile Recommendations - Once the "main" copy is completed, you should clearly see who does not meet minimum qualifications (they should have an "X" in the first yellow column that indicates they don't meet the minimum qualifications and cannot proceed in the process). They will receive turndown letters from HR. You will then go through the candidates that did meet the minimum qualifications, review the preferred qualifications and strengths/weaknesses identified, determine their status, and mark the appropriate yellow column (interview, maybe interview, or qualified but not interviewing).
  - Submit Materials - The SAC Chair will email the completed "main" screening tool to the HR Recruiter. The HR Recruiter will then send the screening results to the Hiring Authority and Affirmative Action for review and approval. Candidates will remain in the applicant pool until a decision is made to release them from the process. Once candidates are released, HR will send the appropriate turndown letter.

Interviews

- Schedule Interviews - After receiving approval from the Hiring Authority and Affirmative Action Officer, the SAC Chair may begin scheduling interviews. Interviews may be scheduled by phone or email. It is recommended that you provide candidates with a few options and ask them to provide at least **two available times** that would work for them. This will help ensure flexibility in case more than one candidate requests the same interview time.
- Authorization for Reference Checks form – Prior to the campus interview, ask each candidate if they have completed, signed and returned an ***Authorization for Reference Checks*** form to HR. This form gives the HA permission to conduct off-list reference checks. If the candidate has not yet completed the form, have them complete and sign one while they are on campus.
- Take Interview Notes - During interviews, all committee members should take notes. At the conclusion of the interviews, committee members should provide their notes to the SAC Chair.
- Debrief - After the interview(s), the SAC should meet to go over the strengths/weaknesses of each candidate and determine recommendations for campus interviews or hire. Be sure to clearly identify each candidate's strengths and weaknesses so there is clear record of why candidates are or are not moving forward in the search process.
- Compile – The SAC Chair will compose the SAC Summary listing each candidate's name, their strengths and weaknesses, and the SAC's recommendations for a second interview, if the search includes two interview rounds, or for hire.
- Submit Materials - The SAC Chair will email all SAC members' interview notes and the completed SAC Summary to the HR Recruiter. The HR Recruiter will then send the interview results to the Hiring

Authority and Affirmative Action for review and approval.

Hiring Recommendations

- Once the final interview results and hiring recommendations have been emailed by the SAC Chair and reviewed and approved, the hiring authority will work with HR for salary placement. **Note:** All units should work with HR for salary placement except IFO. IFO should consult with the Associate Provost regarding faculty salary placement. The hiring authority, SAC Chair and HR will meet to discuss the overall search process and prepare for the upcoming offer.
- The Hiring Authority will contact the selected finalist to make the verbal offer. If the candidate accepts the verbal offer, HR will follow up with the written offer letter.
- Once the signed offer letter is returned to HR, the position will officially close.
- The Hiring Authority will contact the remaining finalists to let them know that a hiring decision has been made and the position has been filled.
- Search Chair will notify any other candidates who interviewed for the position that the position has been filled.

SAC meetings/interview days should be discussed and scheduled ahead of time, whenever possible, to make sure everyone is available when needed!

Sample Timeline - Search with 2 rounds of interviews		
Week #	**Dates**	**Description / Action**
Week 1		Posting goes live
Weeks 2-3 or 4, depending on length of posting		SAC established; SAC members complete SAC training, if needed; SAC drafts interview questions and reference check questions and submits them for approval
Week 5		Posting closes (usually on Tuesday); candidates released to the SAC (usually on Wednesday) if approved by HR; SAC screens candidates and SAC Chair submits screening tool and first-round interview recommendations to HR
Week 6		Upon approval, schedule and conduct first-round (Zoom) interviews; SAC Chair submits interview notes and SAC summary of candidates' strengths/weaknesses with second-round (Campus) interview recommendations to HR
Week 7		Upon approval, schedule second-round (Campus) interviews; HR sends out Authorization for Reference Check form
Week 8		Conclude second-round interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 9		Hiring Authority conducts reference checks and makes verbal offer
Week 10		Upon verbal acceptance, HR sends written appointment letter

Sample Timeline - Search with 1 round of interviews		
Week #	**Dates**	**Description / Action**
Week 1		Posting goes live
Weeks 1-2		SAC established; SAC members complete SAC training, if needed; SAC drafts interview questions and reference check questions and submits them for approval
Week 3		Posting closes (usually on Tuesday); candidates released to the SAC (usually on Wednesday) if approved by AAO/HR; SAC screens candidates and SAC Chair submits screening tool and interview recommendations to HR
Week 4		Upon approval, schedule and conduct interviews; HR sends out Authorization for Reference Check form
Week 5		Conclude interviews; SAC Chair submits interview notes and SAC Summary of candidates' strengths/weaknesses to HR
Week 6		Hiring Authority conducts reference checks and makes verbal offer; Upon verbal acceptance, HR sends written appointment letter

Unclassified Template (MSUAASF & IFO)

BEMIDJI STATE UNIVERSITY
invites applications for the position of:

INSERT POSITION TITLE

IFO POSTING

OPENING DATE: _____, 202_

CLOSING DATE: **12:01 a.m. on** Tuesday, __, 202_

APPOINTMENT DATE: August 16, 2022 or anticipated start date

SALARY: Depends on Qualifications

JOB TYPE: APPOINTMENT TYPE (e.g. Fixed Term, Tenure Track/Probationary, etc.)

BEMIDJI STATE UNIVERSITY (BSU) invites qualified applicants to join our team as the/an **(insert title)**. BSU's vision is to educate people to lead inspired lives.

Insert a paragraph about the department – sample: The Department of Accountancy at BSU currently houses undergraduate and graduate-level programs including a BS in Accounting and Masters in Public Accounting (MPA). The Department offers effective programs of study providing students the theoretical and technical knowledge needed to excel in accountancy with a well-rounded business education. The Department offers students a program to prepare for CPA certification as well as internships, conference participation, and opportunities to work directly with members of the community. The department is fully committed to equity and to diversity in our faculty and students.

Responsibilities of the (insert title) include:

- Teaching *[list specific areas]* The incumbent would be expected to teach courses that would include, but are not limited to *[list specific courses]*
- Contributing to a program of scholarship within the discipline, advising students, serving the University and community, and other associated faculty duties.
- Designing and delivering courses for on-campus and online delivery, as needed.
- Advising and supporting students' academic progress.
- Pursuing scholarly and/or creative activities.
- Contributing to a collegial and supportive environment that advances the goals of the department, including curriculum development, assessment, and other departmental governance activities.
- Contributing to interdisciplinary teaching and involvement in activities that support BSU's ***Shared Fundamental Values***.
- *[For accredited programs, or those intending to become accredited]* Assist with programmatic accreditation
- *[Other responsibilities that are unique to this position]*

Minimum qualifications for this position include:

- Earned Masters/Doctorate in [ ] or closely related field from a regionally accredited institution at the start of employment.
- Demonstrated commitment to quality teaching is required.
- *[Other qualifications specific to this position]*

Preferred qualifications include:

- Skills/ability to design and deliver online courses with Desire To Learn (D2L) software.
- *[Other qualifications specific to this position]*
- A demonstrated commitment to inclusive excellence, equitable opportunities, mutual understanding and respect, and the success of all students and employees, as reflected through teaching, service, scholarship, and collaboration with diverse learners and colleagues.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of the minimum and preferred qualifications of the position. The application materials submitted will be utilized for salary placement purposes.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment. We are not currently providing sponsorship for employment-based visas.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Inter Faculty Organization (IFO) which can be found at https://www.ifo.org/.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply for **Vacancy Posting JR000000xxxx**, on our **career site** to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please **contact us**.

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume/Curriculum Vitae.
- Unofficial transcripts for all coursework. (only request if absolutely necessary to determine the candidates' qualifications)
- Teaching statement documenting teaching experience and success and demonstrated interest in the teaching-learning process.

Inquiries: INSERT CHAIR INFO
NAME, TITLE
EMAIL

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu.

UNIVERSITY / COMMUNITY WHY
BEMIDJI:
It's more than a job. It's an opportunity for the extraordinary.

On the idyllic shores of Lake Bemidji, cradled among the limitless natural beauty of the North Woods and neighbored by Minnesota's three largest Indigenous nations, Bemidji State University and Northwest Technical College offer opportunities for the extraordinary.

Bemidji State University has been ranked as one of the top 30 public institutions in the Midwest region by U.S. News & World Report each year since 2019. BSU offers its diverse student body a comprehensive spectrum of opportunities with nearly 120 undergraduate degrees and emphasis areas in more than 50 areas of study, 14 pre-professional programs, and 14 graduate programs and certificates.

As Bemidji State continues its second century of service, our vision is simple: we educate people to lead inspired lives. To achieve this, BSU centers diversity, equity and inclusion as a core value and strives to create a campus culture in which all members are free to be their authentic selves. BSU also proactively engages with Indigenous communities in northern Minnesota and nationwide toward its goal of becoming a destination university.

Northwest Technical College, one of only three pure technical colleges remaining in Minnesota, helps around 1,000 students align their education with their employment goals. NTC offers more than three dozen certificates, diplomas, and degrees in five career paths. For more than 50 years, NTC has prepared students for fulfilling careers in well-paying, in-demand fields. NTC's accessible, affordable, hands-on programs also help employers meet their ever-growing need for a highly skilled workforce. With an open-enrollment policy and affordable tuition, NTC meets students where they are with a convenient mix of on-campus, online, and hybrid courses.

BSU and NTC are members of the Minnesota State system of colleges and universities, the third-largest system of higher education institutions in the United States. The schools share a unique alignment, with administration and student services generally having dual responsibilities to serve both campuses. Through this alignment, NTC students can take advantage of services, support, activities, and opportunities at BSU that expand and enhance their college experience — such as full access to BSU's library and the ability to live in BSU's on-campus resident housing.

For the first time, a joint strategic planning process will guide the future directions for both institutions. The schools are pursuing four shared strategic priorities: student success, the Nisidotaading initiative, northern distinction, and telling our story. These priorities will serve as the foundations for master planning processes for facilities, academic programs, fundraising, information technology, intercollegiate athletics, and diversity, equity, and inclusion, among others.

The Nisidotaading initiative — named for an Ojibwe phrase meaning "building mutual understanding" — is creating a statewide center of excellence. It will develop communities of practice meant to help Minnesota State colleges and universities better educate their campus communities on historical trauma and lived experiences of their Indigenous populations, and how to most effectively guide Indigenous students toward their educational goals. In addition, BSU is the first university in the United States to expose all of its students to a course on Indigenous people before graduation.

Bemidji State University acknowledges that it is located on land and water that is the current and ancestral

homeland of the Ojibwe and Dakota. We acknowledge the painful history of genocide, forced assimilation, and efforts to alienate the Indigenous inhabitants from their territory here. We honor and respect the many diverse Indigenous peoples still connected to this land, retained tribal sovereignty, treaty rights, and cultural resilience. Indigenous people are spiritual and physical caretakers of this land to which we all belong. Bemidji State University respects these sacred lands, stands with the community members from these Nations, and will fight injustice in all its forms.

At Minnesota State, the work we do is more than just a job. In their pursuit of purpose, connection, and growth, our employees play a critical role on our campuses. They develop policies, provide essential services, and work to improve the well-being and quality of life for our students and for all Minnesotans. Minnesota State is committed to equity and inclusion, and we invest in our employees by providing benefits, support resources, and training and development opportunities. **Unlock your potential through possibility.**

The City of Bemidji

Bemidji State University and Northwest Technical College lie amid the lakes and forests of northern Minnesota. Bemidji State occupies a wooded campus along the western shore of Lake Bemidji while Northwest Technical College lies just three miles east, near Bemidji's robust industrial district.

The city sits between Minnesota's three largest American Indian tribal nations: the Leech Lake Band of Ojibwe, the Red Lake Nation and the White Earth Nation. When settling the Bemidji area in 1750, the Ojibwe people named the lake Bemidjigamaag, which means "a lake with crossing waters" as the Mississippi River flows in from the south and exits on the east. Today, a city proper with a population of around 15,000 serves as a regional economic and cultural hub for about 100,000 Minnesotans.

Located just minutes away from a thriving downtown Bemidji, both the BSU and NTC campus communities have convenient access to affordable restaurants, fine-dining experiences, cozy coffee shops, grocery stores — including a natural foods co-op — city parks, and nearly unlimited outdoor recreational opportunities. Small, locally-owned shops and art sculptures line Bemidji's downtown streets, while national chains are also found in and around the area. The historic Paul Bunyan Playhouse has a calendar of classic shows, restaurants offer weekly live music performances, the First Friday Art Walk provides a tour of new monthly art exhibits, and annual festivals bring the community together throughout the year.

Additionally, the North Woods setting means students, staff, and faculty have a variety of activities available at their fingertips year-round. With more than 400 lakes — and a 240-acre research forest owned by BSU — within 25 miles of the city, there is easy access to kayaking, canoeing, swimming, boating, paddle boarding, hunting, hiking, biking, foraging, fishing, and more. An expansive network of multi-use trail systems is available for running, cross-country skiing, single-track or fat-tire biking, and skijoring. Further, downhill skiing, snowboarding, and tubing lie just north of Bemidji at the Buena Vista Ski Area.

Bemidji is also near two of Minnesota's 66 state parks: Lake Bemidji State Park, which sits along Lake Bemidji's northern shore, and Itasca State Park, home to the majestic Mississippi River Headwaters. Both parks are popular recreational and camping destinations where locals and tourists gather for sailing, swimming, and fishing during the summer months, and skating, hockey, curling, and—yes—more fishing in the winter.

Of course, no tour of Bemidji is complete without a visit to — and a selfie with — its two most famous residents: the iconic statues of Paul Bunyan and his trusty companion, Babe the Blue Ox. The famed duo, which has greeted visitors to Bemidji since 1937, is on the National Register of Historic Places and was

once ranked by Kodak as the second most-photographed statue in America.

For further information About BSU visit our website at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Other Resources:

- Visit Bemidji – https://www.visitbemidji.com/
- 218 Relocate / Greater Bemidji – https://www.218relocate.com/
- Bemidji Area Chamber of Commerce – https://www.bemidji.org/
- Explore Minnesota – https://www.exploreminnesota.com/article/top-things-to-do-bemidji

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Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence. Per Minnesota State System Procedure 1B.3.1, all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator
Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu
Phone: (218) 755-2502
1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Classified Template - (AFSCME, MAPE, MMA, Nonrepresented Employees, Managerial)

Bemidji State University
invites applications for the position of:

INSERT POSITION TITLE

"UNIT" POSTING

CLASSIFICATION: X (PCN 00000000)

OPENING DATE: ____, 202_

INTERNAL BID DEADLINE: Monday, ____, 202_, at 4:30 p.m.

CLOSING DATE: Tuesday, ____, 202_, at 11:59 p.m.

POSITION LOCATION: X

JOB TYPE / SCHEDULE: Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.

PAY / SALARY RANGE: Depends on Qualifications; current pay range is $- $___per hour

BEMIDJI STATE UNIVERSITY (BSU) invites qualified applicants to join our team as the/an **(insert title)**. BSU's vision is to educate people to lead inspired lives.

Insert a paragraph about the department – sample: The Department of Accountancy at BSU currently houses undergraduate and graduate-level programs including a BS in Accounting and Masters in Public Accounting (MPA). The Department offers effective programs of study providing students the theoretical and technical knowledge needed to excel in accountancy with a well-rounded business education. The Department offers students a program to prepare for CPA certification as well as internships, conference participation, and opportunities to work directly with members of the community. The department is fully committed to equity and to diversity in our faculty and students.

Responsibilities of the (inset title) include:

- Item 1. **Percent of Time:** _%
- Item 2. **Percent of Time:** _%
- Item 3. **Percent of Time:** _%

Minimum qualifications for this position include:

- Education requirement.
- Experience requirement.
- Sample: Customer service skills (this requires common courtesy, tact, interest in positive problem solving, empathy, the ability to listen carefully, and the ability to organize ideas logically).
- Sample: Data entry, word processing, spreadsheet, and database management skills sufficient to create, enter, modify, prepare, and retrieve data in a variety of formats and documents with speed and accuracy.
- Sample: Ability to work accurately in a fast-paced work environment and be able to balance

multiple competing demands.

Preferred qualifications include:

- Preferred qualification #1
- Preferred qualification #2
- A demonstrated commitment to inclusive excellence, equitable opportunities, mutual understanding and respect, and the success of all students and employees. (Or a differently worded diversity statement).

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of the minimum and preferred qualifications of the position. The application materials submitted will be utilized for salary placement purposes.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment. We are not currently providing sponsorship for employment-based visas.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the **(insert name of bargaining unit)** bargaining unit, which can be found at: (insert link).
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces (see policy).

Physical factors of the position include: (if needed)

- Physical factor #1
- Physical factor #2
- Physical factor #3

TO APPLY:

Apply for **Vacancy Posting JR00000000xxxx**, on our **career site** to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please **contact us**.

Internal Bid Process - Open for Bids from eligible _____members from 0/0 – 0/0/202_. Any current employee interested in this position and eligible to bid should submit a Bid Application by 4:30 p.m. on Monday, ____, 2021, to Teresa Hanson in the HR office at mary.miller@bemidjistate.edu. The bid form may also be found on the Human Resources website.

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, this posting may be closed due to contractual obligations.

Inquiries about the position:
Name of SAC Chair or contact
Phone number
Email address

If you have general questions about this posting or submitting a bid or an application, contact Mary Miller at mary.miller@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

FOR POSITIONS AT BSU, USE THIS VERBIAGE:

UNIVERSITY / COMMUNITY WHY BEMIDJI:

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Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu
Phone: (218) 755-2502
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FOR POSITIONS THAT SERVE BOTH BSU AND NTC, USE THIS VERBIAGE:

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Bemidji State University | Northwest Technical College

REMOVE THOSE NOT NEEDED FROM TOP LIST AND ADD ANY TO BOTTOM SECTION

ADVERTISING PLAN

Position: Search Title

(This is the standard list for most positions.)

- BSU / NTC HR Websites
- Bemidji Pioneer, BuyLine & Blackduck American
- Tribal Nation (11) contact List
- Beltrami County Veterans Office
- Northwest Indian Community Development Center
- CareerForce (MinnesotaWorks.net) https://www.careerforcemn.com/meet-your-regional-team
- Bemidji Area Chamber of Commerce – online Job Postings
- HERC (Higher Ed. Recruitment Consortium) – Automatic crossover with Workday
- MnSCU Career Opportunities – Automatic crossover with Workday
- MMB (classified positions) and/or Workday (unclassified positions)

Please include any discipline-specific recommendations for journals or on-line postings; Academic Affairs will cover the cost of one discipline-specific advertisement if the cost is affordable; the department or college will be expected to cover any additional advertisements.

Please list here any off-list advertising and a cost center number to charge the expense back to:

- _____Cost Center #_____



Selecting the Search Advisory Committee Chair and committee members

Committees should be made up of a diverse group, if possible, including those outside the department and can include students. All SAC groups will be approved by Hiring Authority and Human Resources. Below are requirements based on bargaining unit.

BARGAINING UNIT	SAC REQUIREMENTS*
MSUAASF	HR contacts MSUAASF Local President for designated MSUAASF Representative; MSUAASF SAC members no less than total other SAC membership
IFO MSCF	Department determines SAC membership
MAPE AFSCME MMA MNA	Hiring Authority may include BU members as part of SAC as subject matter experts or to diversify SAC membership
ADMINISTRATOR MANAGERIAL	HR contacts all Bargaining Units (MSUAASF/IFO/MAPE/MMA/AFSCME) for multiple designated representatives considering diversity for the final SAC membership
NONREPRESENTED EMPLOYEES' COMPENSATION PLAN	Hiring Authority may include Plan Employees as part of SAC as subject matter experts or to diversify SAC membership

WHO ARE OUR HIRING AUTHORITIES? Hiring authorities will make the final hiring decisions and offers. They also review all materials through every step of the process and will usually meet with final candidates while they're on campus.

Search/ Position Title and#	Minimum Qualification 1	Minimum Qualification 2	Minimum Qualification 3	Minimum Qualification 4	Minimum Qualification 5	Check if not ALL minimum qualifications are met	Preferred Qualification 1	Preferred Qualification 2	Preferred Qualification 3	Preferred Qualification 4	Preferred Qualification 5	Preferred Qualification 6	Preferred Qualification 7	Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations	Check if recommended for an interview	Maybe Interview	Qualified but not interviewing	Comments
	Minimum Qualifications						Preferred Qualifications											
Applicant 1																		Strengths: **Weaknesses:**
Applicant 2																		Strengths: **Weaknesses:**
Applicant 3																		Strengths: **Weaknesses:**
Applicant 4																		Strengths: **Weaknesses:**
Applicant 5																		Strengths: **Weaknesses:**
Applicant 6																		Strengths: **Weaknesses:**
Applicant 7																		Strengths: **Weaknesses:**
						0									0	0	0	0

This number should match the total number of candidates in the pool

Sample Screening Results Email

-Gets emailed to HR who then sends to Hiring Authority and Affirmative Action for Approval via email and CC's search chair

Good morning,

The Criminal Justice Probationary SAC met yesterday to review and recommend zoom interviews. Please see attached Excel spreadsheet for summary of all decisions on qualified/unqualified and strengths/weaknesses. Please let me know if further documentation is required at the summary level.

The SAC unanimously agreed that the following eight candidates were our top candidates. The SAC would like to proceed with zoom interviews for the top six; should anyone withdraw we'll move onto numbers seven and eight.

1. John Smith
2. Lucy Lou
3. Adam Johnson
4. Jim O'Brien
5. Tom Sidell
6. Luanne Olson
7. Megan Hillary
8. John Wayne

While many candidates met all minimum criteria and many met all preferred criteria; decision criteria for determining interview candidates centered around teaching area of need, which is corrections and victimology.

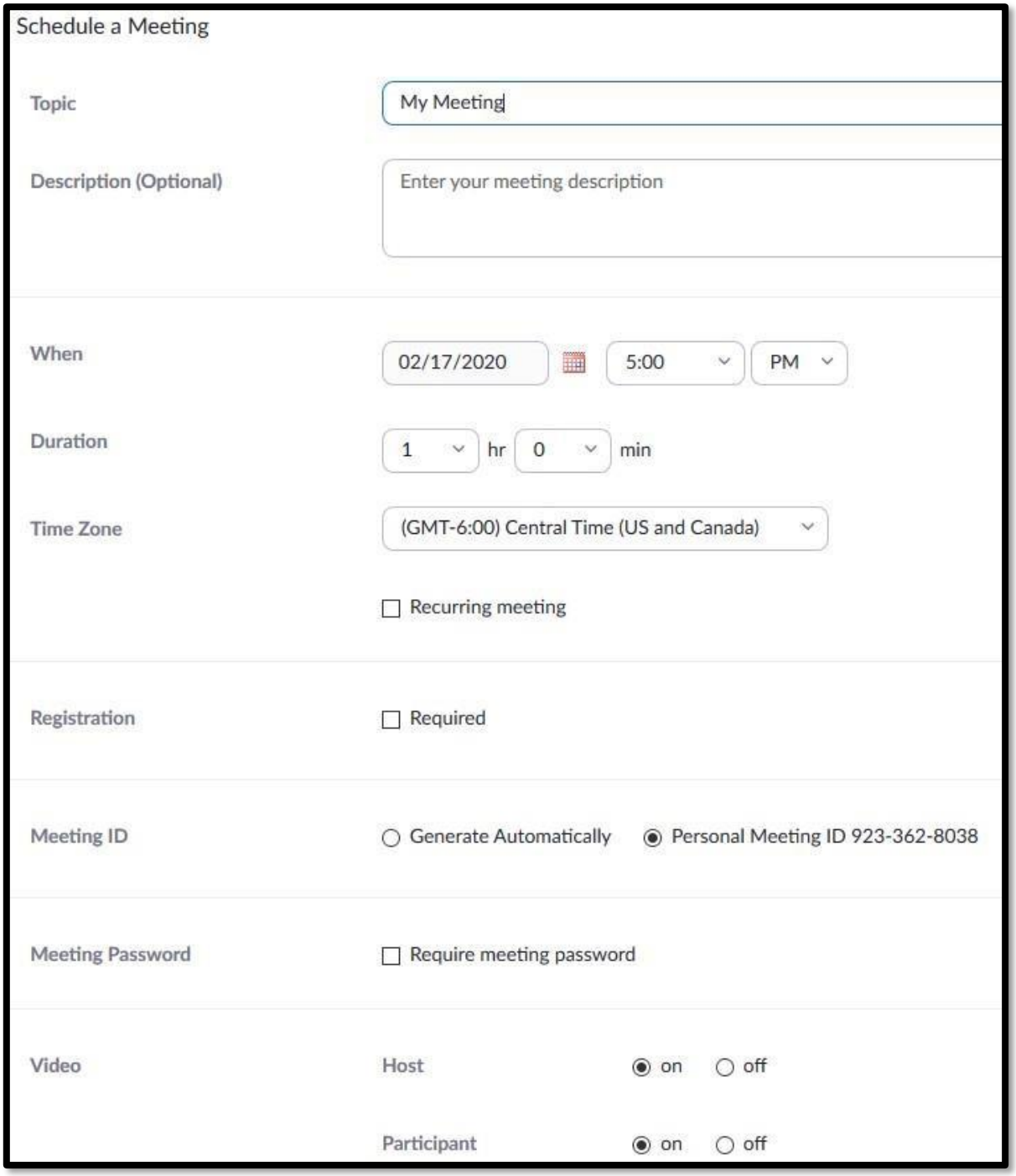
Dr. Jean Michael
Chair, Criminal Justice Department
Bemidji State University
Bemidji, MN

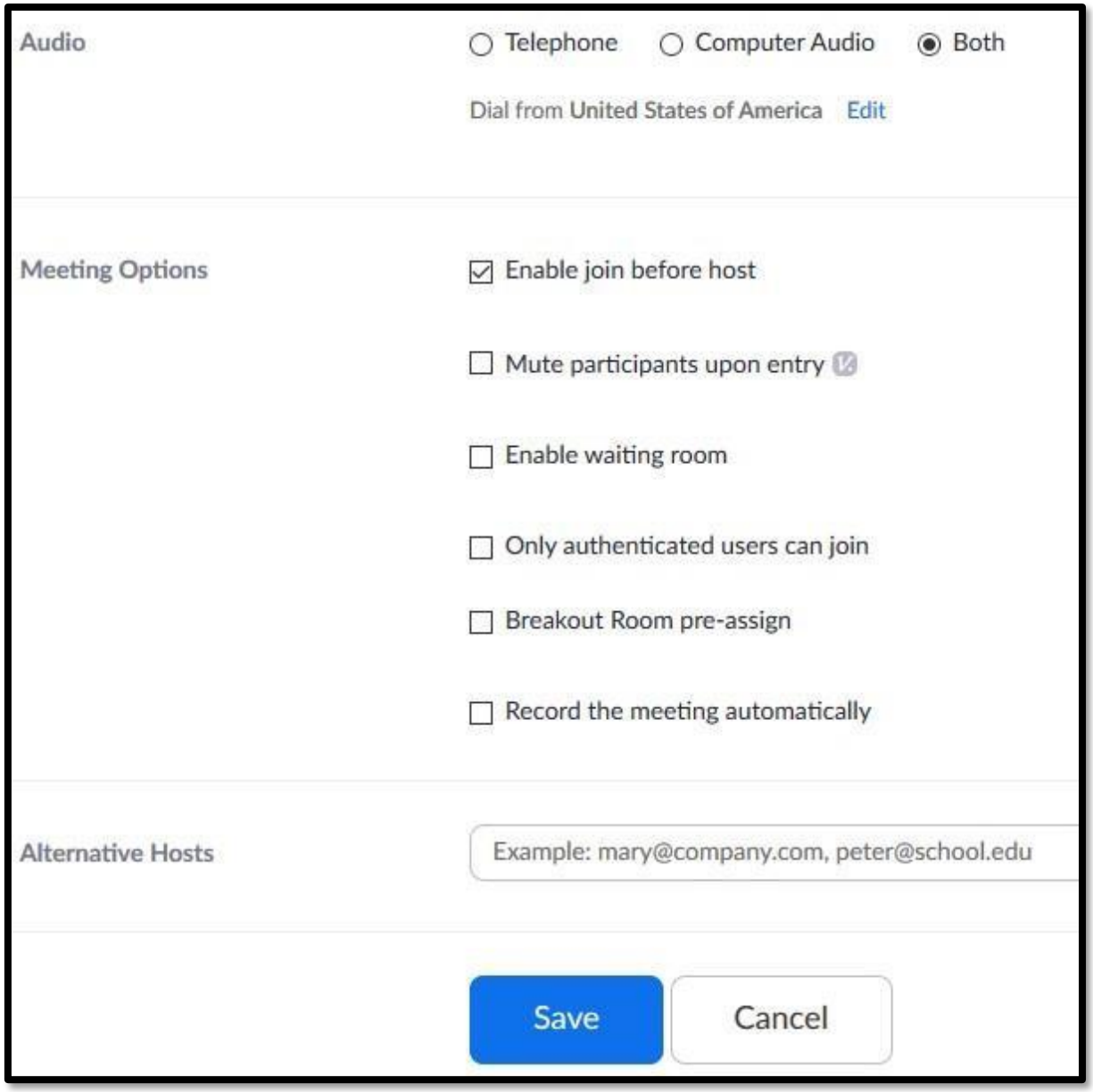
How to Schedule a Zoom Interview

Minnesota State has signed an agreement with Zoom through June 13, 2023, giving all active Minnesota State faculty, staff and students access to utilize Zoom. To ensure functionality offered to you through the Minnesota State contract, please ensure that you're using https://minnstate.zoom.us to access and use the Zoom service.

To schedule your meeting:

1. Go to https://minnstate.zoom.us/ and sign in using your StarID and password
2. Click on "Schedule a meeting" - this will open a schedule window
3. Select your meeting settings
4. Click **Schedule** to finish (you can copy/paste meeting details to send to candidate along with the direct link for them to use at that time)





Zoom Training, Guides and Tutorials

- Self-service guides at the Zoom Help Center
- Zoom Video Tutorials
- Live training sessions - pick a date/time that works for your schedule at https://zoom.us/livetraining

Sample interview request email

Good afternoon XXX,

We have received your application for the **(title of position)** position at **Bemidji State University** (or Northwest Technical College) in **Bemidji, MN**. The committee has reviewed applications and would like to schedule a 30 minute conversation with you via ZOOM (video conference) to learn more about your interest and experience. If video is not an option, we can default to phone.

The Committee is hoping to conduct 30 minute calls on day, Month ___with hopes of holding final interviews on campus the week of _____. We understand this is a busy time of year and flexibility may be needed.

Please let me know if you're still interested in being considered for this position and reply with **2 or 3 of the following times that you could be available to meet with us:**

Day	Date	Time (CST)
Monday	November ##, 2020	8:30 a.m.
		10:00 a.m.
		2:45 p.m.
Tuesday	November ##, 2020	1:00 p.m.
		2:00 p.m.
		3:30 p.m.
Wednesday	November ##, 2020	9:00 a.m.
		10:00 a.m.
		2:00 p.m.
		3:00 p.m.

Once the interviews are confirmed, I will provide you with detailed instructions for our zoom meeting (or call). We very much appreciate your time and look forward to hearing back from you.

Sample ZOOM interview confirmation email

Good morning XXX,

We are very excited to meet with you on ___**day**! You are scheduled for a Zoom interview at ___**AM/PM CST** with the following search committee members:

- **Name, title**
- **Name, title**
- **Name, title**
- **Myself, title**

To join the zoom meeting, please clink the following link, (insert ZOOM MEETING LINK here) and enter the password (if any) when prompted. You may want to test it ahead of time, as you may need to download the program first. If we experience any technical issues, we'll resort to a phone call instead, as we'll be on a tight schedule.

All interviews will be 30 minutes and I've **attached the questions we'll be discussing** during that time. It's imperative that we stay on schedule. If you have any questions at all, don't hesitate to reach out. We're very much looking forward to "meeting" you!

Full meeting Invite Details: **(COPY THIS SECTION FROM ZOOM MEETING DETAIL PAGE)**

(Your name) is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Phone one-tap: US: +13017158592,,94999503492# or +13126266799,,94999503492#

Meeting URL: https://minnstate.zoom.us/j/94999503492
Meeting ID: 949 9950 3492
Password: 061154

Join by Telephone

For higher quality, dial a number based on your current location.
Dial:
US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Meeting ID: 949 9950 3492

International numbers

Join from an H.323/SIP room system

H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong SAR)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)

Meeting ID: 949 9950 3492
Password: 061154
SIP: 94999503492@zoomcrc.com
Password: 061154

Skype for Business (Lync)

https://minnstate.zoom.us/skype/94999503492

Bemidji State University Northwest Technical College

Revise questions to reflect minimum and preferred qualifications on job vacancy

Zoom / Phone Interview Questions

Position Title: Instructor/Assistant Professor (Fixed term)

Candidate's Name: _____

SAC Member Name: _____

Interview Questions

1) Please explain why you applied for this position.
Benchmark: Candidate easily articulates a response; a response that demonstrates a desire to be here at BSU.

2) We have identified a departmental need for the fixed term faculty member to teach introductory courses and courses in the areas of corrections, criminology, or victimology. Please tell us about your qualifications, experiences and/or approach to teaching these courses.
Benchmark: Candidate has experience teaching the listed courses and/or has the educational or experiential experience that would indicate success in teaching the areas listed. Candidate demonstrates prior experience with teaching policing, corrections, and/or victimology.

3) Discuss what makes you an excellent candidate for this teaching position.
Benchmark: Candidate articulates strengths beyond educational qualifications; strengths that are assets in the classroom.

4) In thinking about your experiences as a student, discuss with us one thing you wish your professors would have done better and one thing that they did well.
Benchmark: Candidate demonstrates an ability to critically think about classroom dynamics.

5) Bemidji State University serves a large proportion of first-generation college students. What are the unique attributes of first-generation college students and how does that affect the classroom?
Benchmark: Candidate provides evidence of an understanding of first generation college students.

6) Describe examples of how you have applied your knowledge of diverse cultures in the classroom or in another setting if you have not done so in the classroom.
Benchmark: Candidate provides clear examples of his or her ability to incorporate information about diverse cultures in the classroom.

7) Are there any questions that you (the applicant) would like to ask the committee?
Benchmark: Candidate has good questions that show an understanding of the position and the program.

<u>Candidate's Strengths</u> (as they relate to the qualifications of the position):

<u>Candidate's Weaknesses</u> (as they relate to the qualifications of the position):

Sample Zoom Results Memo

-Gets emailed to HR who then sends to Hiring Authority for Approval via email and CC's search chair along with committee's interview notes

To:
From:
Date:
Re:

The Criminal Justice Probationary SAC met yesterday to debrief and recommend campus interviews. All interview notes are being delivered to HR today. Please see attached summary of candidate's strengths/weaknesses and let me know if further documentation is required at the summary level.

The SAC unanimously agreed that we'd like to invite the top two candidates to campus for interviews. Should one of them withdraw we'll move onto three and four.

1. John Smith
2. Tom Sydell
3. Luanne Olson
4. Lucy Lou

Dr. Jean Michael
Chair, Criminal Justice Department
Bemidji State University
Bemidji, MN

Sample Itinerary for Campus Interviews / Forums

Interview Schedule for
(Candidate Name)

Candidate for (Position) (Date of interview)

Time	Description / Details	Location (or zoom link)
8:00 a.m.	Audio and video check, if needed for zoom meeting Who will pick them up, if meeting in person (Name and title of contact)	Room or zoom link
8:10 – 8:25 am	Initial meet and greet (Name and title of contact)	Room or zoom link
9:00-9:30 am	Meet with (Hiring Authority) (Name and title of contact)	Room or zoom link
9:45-10:15 am	Meet with Department (Name and title of contact)	Room or zoom link
10:20-10:45 am	Meet with Dr. Debbie Guelda, if needed Director of Teaching and Learning Center and the Center for Professional Development	Room or zoom link
11:00 – Noon	BSU Campus Forum (Topic for the presentation / discussion)	Room or zoom link
12:00 – 1:00 pm	Break	
1:00 – 1:45 pm	Meet with (Provost Council or other pertinent group) (Name and title of contact)	Room or zoom link
2:00 – 3:00 pm	Interview with Search Advisory Committee (SAC)	Room or zoom link
3:10 – 3:55 pm	Meet with (Department Chairs or other group)	Room or zoom link
4:00 – 4:45 pm	Meet with (Cabinet or other group) (Name and title of contact)	Room or zoom link
4:45-5:00 pm	Exit Interview with Search Committee Chair (Name and title of contact)	Room or zoom link

ACADEMIC AND STUDENT AFFAIRS GUIDELINES FOR REIMBURSEMENT FOR CANDIDATE INTERVIEWS

For information and guidelines for candidate reimbursement go to Academic Affairs and review the information under Faculty Recruitment, Development and Procedures. Please check with your Dean's office for more information.

Bemidji State University Northwest Technical College

Revise questions to reflect minimum and preferred qualifications on job vacancy

Campus Interview Questions

Position Title: Instructor/Assistant Professor (Fixed-term)

Candidate's Name: _____

SAC Member Name: _____

1) What is your approach to recruiting and advising students?
Benchmark: Candidate indicates a strong and specific interest in recruiting and advising, and demonstrates that he or she is aware that both recruiting and advising are expected.

2) Identify and discuss one current issue or trend in criminal justice related to your research area and/or teaching area.
Benchmark: Candidate is current on issues and trends within criminal justice.

3) Are you willing to teach during varied times of the day (including night classes) and week?
Benchmark: Candidate should be open to teaching varied times of the day and week.

4) Describe your current research agenda.
Benchmark: Candidate's response gives an idea of whether or not they are active in research.

5) What can you tell us about Bemidji State University and the Criminal Justice department?
Benchmark: Candidate provides evidence of having an understanding of the university and the department.

6) Tell us about your experiences with diversity in the classroom.
Benchmark: Candidate has experiences or demonstrates a desire to learn and work with diverse populations in an academic setting.

7) Describe your experiences working with Native American students.
Benchmark: Candidate has experiences or demonstrates a desire to learn and work with Native American students in an academic setting.

8) Describe your teaching style.
Benchmark: Candidate is aware of their teaching style and can articulate their approach in the classroom.

9) Are there any questions that you (the applicant) would like to ask the committee?
Benchmark: Candidate has good questions that show an understanding of the position and the program.

<u>Candidate's Strengths</u> (as they relate to the qualifications of the position):

<u>Candidate's Weaknesses</u> (as they relate to the qualifications of the position):

Bemidji State University Northwest Technical College

AUTHORIZATION FOR REFERENCE CHECKS

In order to further my evaluation as a candidate for employment, I hereby authorize all individuals I have listed as references, and others who have knowledge about my qualifications for employment, to provide information about any and all aspects of my work performance or job-related qualifications as requested by authorized representatives of Bemidji State University or Northwest Technical College.

I understand that some of the information that may be requested may be classified by law as private and cannot be disclosed without my written consent. This authorization permits written and oral disclosure of information about my professional and personal work-related qualifications, even if it is classified as private. The information obtained will be used by Bemidji State University or Northwest Technical College.to evaluate my qualifications for employment.

Unless limited below, this authorization includes individuals who have knowledge of my qualifications regardless of whether I have listed them as references.

Note: This form does not authorize the disclosure of medical information or college/university transcripts, which may be authorized by separate procedure, where applicable. This authorization specifically includes, but is not limited to, disclosure (including copies if requested) of information that may be contained in the following: written evaluations including employee response; written reasons for separation from employment; and, if desired a brief explanation of any limitations to the reference check.

Please list any limitations in the authorization (for example, information not to be released, or individuals you request not be contacted, including current employer) but do not include reasons:

_____

_____

_____

Optional: If desired, a brief explanation of any limitations listed above may be supplied separately to the Chair of your search advisory committee.

This authorization is valid for one year from the date below or until the purpose has been fulfilled, whichever occurs first. This authorization may be withdrawn by notifying the Chair of the search committee or Human Resources Office in writing, but such withdrawal does not affect the validity of disclosures made prior to the withdrawal notice.

I understand that I am not legally required to sign this authorization, but if I do not do so, BSU or NTC may be unable to adequately evaluate my qualifications for employment. A photocopy of this release is valid for all purposes as an original.

_____ _____

Signature Date

_____

Print Name

OFFICE USE ONLY	Search Title:
	Search Number:

Sample Reference Check Questions - Revise according to position

*** Must have signed authorization forms from finalists before checks are conducted!**

BEMIDJI STATE UNIVERSITY – Reference Check Questions

Position Title: Instructor/Assistant Professor (Fixed-term)

Candidate's Name: _____

Interviewer: _____

Name of Reference: _____

Date: _____

Questions

1. How long have you known this candidate, and in what capacity?

2. How would you describe this individual generally?

3. How does this individual interact with professional staff? What role does s/he typically play in a group or team setting?

4. Describe this individual's relationship with students.

5. What examples can you give to illustrate this person's ability to solve problems and or think creatively?

6. Tell us about this person's administrative skill. How does s/he manage their time and workload?

7. Can you share an example of a time that this person particularly impressed you or "stepped up" in a time of need?

8. Tell me about this individual's strengths. In what areas could this person grow professionally?

9. Do you have any concerns about this person that we should be aware of?

10. Anything else you would like to add?

Sample Campus Interview Memo

-Gets emailed to HR who then sends to Hiring Authority for approval via email and CC's search chair along with committee's interview notes

To:
From:
Date:
Re:

The CJ search committee completed on campus interviews last Friday. This is our formal evaluation of each. All interview notes will be delivered to HR today.

Candidate One: insert summary of strengths and weaknesses including any experience and knowledge above and beyond job expectations.

Candidate Two: insert summary of strengths and weaknesses including any experience and knowledge above and beyond job expectations.

****if you find any finalists to be questionably unacceptable after final interviews, please notate that and/or speak with hiring authority regarding so.*

All interview notes will be delivered to HR today. Please make an offer without delay or let us know if you need anything else.

Dr. Jean Michael
Chair, Criminal Justice Department
Bemidji State University
Bemidji, MN

Common Questions/Concerns

Do not run late for interviews

Ensure someone is planning to meet candidate when they arrive. Offer water/coffee and restroom breaks, depending on schedule. Include tour of campus and city.

Ensure travel and transportation to and from hotel/campus are arranged.

You are representing BSU/NTC and we want our candidates to have the best experience possible.

When scheduling your interviews, we suggest you include a 15-minute de-brief period immediately following each interview to discuss the strengths and weaknesses of each candidate.

Feel free to give interview questions to candidates ahead of time such as 1 day or 5 minutes before start time.

SAC Chair and College Administrative Assistant advise candidates of reimbursement policies.

Dinners are an option; please be sure this is a group dinner with most or all SAC members to avoid awkward situations.

(IFO only)
Fixed-term candidates meet with SAC and Dean. Probationary candidates also meet with Provost or Associate VP Academic Affairs.

The Hiring Authority, Dean or Administrative Head will do off-list reference checks.

We do not disqualify applicants who appear to have application materials missing unless they clearly do not meet minimum qualifications. Please reach out to HR who will request missing documents. Often candidates have multiple applications, and those missing docs may be in those files or there may have been technical issues.

Finalist's names are not publicly released unless there's an open campus forum.

For Campus Forms, please find out from hiring authority if they need to be recorded and/or feedback forms available.

Expense reimbursement is approved for IFO candidates and Director or above in non IFO searches. All others are open for approval by hiring authority if funds are available.