

Faculty Search and Screen Handbook



EQUAL OPPORTUNITY PROGRAMS AND DIVERSITY

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Florida International University (FIU) is committed to a diverse workforce where the contributions of each member of our faculty, administration and staff are respected and valued. Our objective is to provide current and potential employees with an equal opportunity to compete for employment and advancement opportunities. Our diverse student body of more than 50,000 students from more than 125 countries is reflective of the world around us. We will take affirmative steps to ensure a more diverse faculty.

FIU's faculty embodies the teaching excellence of which we are most proud. Pursuant to the University's Affirmative Action Plan and the Equity Accountability Plan, amongst our priorities is to continue the recruitment and retention of administrators, faculty and staff from various backgrounds and academic disciplines. Each hiring official is encouraged to use this handbook in support of our collective efforts to cast the net wide in search of qualified faculty and administrative applicants. This is one component of the University's strategic efforts to provide equal opportunity to all applicants and to eliminate discrimination against any group or individual. FIU will recruit, hire, and promote persons without regard to race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.

As members of the FIU community, we all share the responsibility of attracting and retaining a diverse, capable and engaged workforce, including endeavoring to attract and retain women, minorities, individuals with disabilities, and veterans as employees. Each of us play a crucial role in helping ensure that FIU remains Worlds Ahead in creating a work environment that is globally diverse and engaged.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Rosenberg", with a stylized flourish at the end.

Mark B. Rosenberg
President

Introduction

This manual of procedures is intended as a guide for members of search and screen committees seeking to fill faculty and librarian positions.

The inclusion of minorities and women in the recruitment and selection process increases the likelihood of broad representation in the candidates selected for interview and employment. It is for this purpose that search and screen committees which include minorities and women in their membership are used in the recruitment and selection process. The search and screen committee helps the University ensure that it is complying with Federal and State equal employment opportunity laws and regulations, State University System regulations, and the University's commitment to affirmative action and equal employment opportunity.

Search and screen committees are to be used to fill all permanent full-time faculty and librarian positions (regardless of rank or tenure-earning status). Interim appointments have no assurance of conversion to permanent or tenure-track lines. Advertising efforts to fill positions which are currently filled as "interim" on a permanent basis will be reviewed using the same standard for the sufficiency of the search effort as for any other vacancy; the existence of an internal potential applicant shall not result in a decreased search effort. It is, therefore, recommended that a search be conducted at the outset for any interim positions where there is a potential of a future permanent appointment.

During the week prior to a search committee's first meeting, the Office of Equal Opportunity Programs & Diversity (EOPD) will provide a copy of this manual of procedures to all committee members. It is also important to note that this document is subject to updates and revisions without prior notice. When such changes are made, the revised version of the handbook will be posted on the Division of Human Resources (DHR) website.

Purpose and Scope

As a state university, Florida International University is committed to the principles of affirmative action and equal opportunity in education and employment. We take seriously our responsibility to provide leadership in ensuring that equal employment opportunity is the norm rather than an aspiration. These procedures help to further the mission of the University and to ensure the University's compliance with state and federal laws and regulations, including but not limited to:

- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990, as amended
- Executive Order 11246, as amended
- Equal Pay Act of 1963
- Genetic Information Nondiscrimination Act of 2008
- Immigration Reform and Control Act of 1986
- Florida Civil Rights Act of 1992
- Pregnancy Discrimination Act
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act of 1964, as amended
- Title VII of the Civil Rights Act of 1964, as Title IX of the Education Amendments of 1972
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended

Non-Discrimination Policy & Discrimination Complaint Procedures

<http://regulations.fiu.edu/regulation>

The Search and Screen Committee

The Search and Screen Committee often is the only contact many applicants and candidates will have with the University. Therefore, the Search and Screen Committee is provided with an excellent opportunity to enhance the reputation of Florida International University. Always remember that while a Search and Screen Committee is evaluating a candidate, the candidate is also evaluating the Search and Screen Committee, the department or unit it represents, and the University.

The Search and Screen Committee is appointed to assist the hiring official with the search process by screening the applicant pool and recommending potential candidates for hire. That being said, the Committee plays a critical role in identifying the right faculty who can embrace the mission and value of FIU. We desire faculty who will have a positive impact on our students, who can support our quest for excellence in teaching and research.

Note: The hiring official is not a member of the Search and Screen committee. The committee serves as an advisory body to the hiring official and makes recommendations after screening and considering all qualified candidates.

Forming the Search and Screen Committee

The committee should be appointed by the hiring official when it is determined that a position is to be filled. The hiring official should seek to ensure that women and minorities from within the department should be represented on all Search and Screen Committees to offer diverse perspectives and different ideas that may enhance efforts to recruit and evaluate candidates. Every member of the Search and Screen Committee should thoroughly understand the requirements of the position to be filled, the needs of the department, University policies regarding equal employment opportunity, and the mission of the University.

- *Generally, a search and screen committee will include five members, although the size of the committee may vary depending on the scope of the search.*
- ***At no time** should a member of the committee be a candidate for the position, be related to a candidate for the position, or have any other conflict of interest in the work of the committee.*
- *Neither the hiring official nor the immediate supervisor of the position to be filled will serve as a member of the committee. He or she should not attempt to directly or indirectly influence the Committee.*

Search and Screen Guidelines

Search

A search is the process of filling a job or position vacancy through a public announcement and recruitment followed by consideration of all qualified applicants.

Note: A search is required for all Faculty and A&P positions above the Director level

The search process is possibly the single-most important task of the search and screen committee. Recruitment of a strong and diverse applicant pool provides choices for the committee's selection. By contrast, a weak applicant pool may require re-advertising of a position, which can be costly both in advertising funds and time lost. Remember-the objective is to attract and select highly talented faculty who would be a good fit for the department and University.

Roles and Responsibilities

Hiring Official

The hiring official appoints and determines the composition of the search and screen committee. Additional responsibilities of the hiring official may include the following:

- Provide the committee with a description of the required and preferred job-related knowledge, experience and skills; inform the committee about budget availability for both the recruitment process and inviting applicants for interview;
- Provide a timeline by which they would prefer the committee's recommendations;
- Clarify, to the chair of the committee, who will provide the clerical support to the committee, and related information;
- Clarify the manner in which the committee will make its recommendations, i.e. how many candidates would he/she prefer to have recommended, how interviews will be conducted, will the committee or the administrator be responsible for checking references, and other related issues.

Search Committee Chair

The Search Committee Chair is appointed to manage the Committee's tasks and make sure they are performed in accordance with the Guidelines. These tasks may include, but are not limited to, coordinating with Human Resources and Equal Opportunity Programs and Diversity, posting meeting notices, compliance with Sunshine laws, reference checks, arranging for interviews and associated travel (if applicable).

Note: The Chairperson of the Committee is responsible for ensuring that all records regarding the search are properly retained. Such records are maintained in the hiring department for a minimum of four (4) years.

Search Committee Members

The responsibility of the Committee is to establish specific criteria and guidelines for conducting the search. Additional responsibilities of the search and screen committee may include the following:

1. Develops a recruitment strategy which includes efforts above and beyond traditional advertising;
2. Develop or review draft language for the position advertisements
3. Select specific newspapers, journals and other media for the placement of the advertisement(s).
4. Develop a time line which will include the date(s) of advertisements, meeting dates when the committee will review and select candidates for interview (if applicable), and the date committee recommendations will be presented to the hiring official;
5. Seeks and locates qualified individuals who are interested in applying for the position under consideration, utilizing the University and other sources
6. Receives, reviews, and evaluates applications from candidates for the advertised position under consideration;
7. Develop a list of core interview questions to ask candidates that are specifically related to the essential duties of the position
8. Interviews qualified individuals who applied for the position under consideration
9. Participate in formal interviews, seminars and class demonstrations and formal interviews
10. Recommends candidate(s) to the hiring official

Office of Equal Opportunity Programs and Diversity

The Office of the Equal Opportunity Programs and Diversity ensures equitable treatment of applicants, employees, and students. During the search and screen process, we are responsible for advancing, upholding, reaffirming, and monitoring policies and procedures that ensure the University complies with all applicable federal, state, local, and internal mandates. Additional responsibilities of the Office of Equal Opportunity Programs and Diversity includes the following:

- Approving the composition of the Search and Screen Committee
- Review and certify all search committee appointments for diversity
- Review and certify all applicant pools
- Discuss the implications for the search process of underutilization of minority group members and/or women in the unit for which the search is being conducted, if such underutilization has been identified;
- Review the requirement that the committee ensure that all applicants are treated fairly and equitably, regardless of race, national origin, gender, disability, age, sexual orientation, marital status, religion or veteran status.
- Review the type of assistance the office can provide to the committee, i.e. help in identifying recruitment sources to increase the possibility of identifying minority and/or female job applicants

Conducting a Search and Screen Meeting Under Sunshine Law

Search Committees are subject to the Sunshine Law because of their function in eliminating applicants from consideration and in making recommendations to Hiring Officials. Consequently, their meetings are considered public meetings under Florida law, and must adhere to the following requirements:

1. **Open to the Public.** Members of the public may be present any time two or more members of the Committee are present to address the business of the Search Committee. Because the meetings are open to the public, the meeting location must be accessible and be able to accommodate the anticipated interest. While the meetings are open to the public, it is not required that members of the public be allowed to participate.
2. **Reasonable Notice.** Posting the meetings on the departmental or Division of Human Resources website and a public location will meet the notice requirement. Additionally, the posting of the notice should allow a reasonable amount of advance time for the public to attend. Documentation of all notices must be maintained by the Search Committee Chair.
3. **Reasonable Accommodation.** An applicant or employee who meets this definition of disability must be provided reasonable accommodation in the application and employment process. Accommodations must be requested by the applicant or employee; a search committee should not assume that an applicant who appears to have a disability will require accommodation if it is not requested.

4. **Minutes.** Minutes must be taken at public meetings. These minutes do not have to be extensive but must at least include the names of Search Committee members present, visitors present, and any actions taken by the Committee.

5. **Public Records.** All documents related to the Search are considered public record. All minutes, agendas, sign-in sheets and/or all other related documents must be submitted to the Dean at the conclusion of the Search. These records will be maintained for a period of 4 years.

Note: When two or more committee members discuss candidates via phone, e-mail or in person; it is considered an official meeting. All discussions about candidates must be conducted within a publicly noticed meeting.

Section 286.11, Florida Statutes

All meetings of any board or commission of any state agency or authority at which official acts are to be taken, are declared to be public meetings open to the public at all times, and no formal action shall be considered binding except as taken or made at such meeting.

Florida law holds that a search and screen committee at a state university is a "public meeting" and that the committee can meet and vote by phone as long as phone lines are provided for the public to call-in. Notice of the committee's search and screen meetings should be given seven (7) days in advance and the public invited to attend and observe. Notice may consist of posting the committee meeting notice in appropriate places in the university. The statute does not turn a meeting into a "hearing," and persons in attendance do not have the right to comment unless the committee deems it in the best interest of the process. An official record of the meeting must be kept. This may be done by tape recording. Minutes must be written based upon the tapes, or upon notes from the meeting, and should list any decisions made by the committee.

Occasionally, because of conflicting schedules, committee members are unable to attend search and screen meetings. In these instances, they may vote by telephone. However, votes may not be taken by secret ballot. Committee members are prohibited from discussing matters to be decided by them at the search and screen meetings among themselves. If any questions arise during the course of meetings as to the requirements of the Sunshine Law, the Director for Equal Opportunity Programs should be contacted. Questions will be forwarded to University General Counsel, as necessary.

Advertising and Recruitment

Job Posting Process

The Electronic Position Request Form (**ePRF**) is the on-line front-end request system to be used by departments to initiate position actions, including the **creation of new positions** and any **updates to existing positions**. The job posting process is as follows:

- 1) *When it is determined that a position is needed, an (ePRF) form is initiated by an individual with **e-PRF Originator role** within a department. This electronic request is routed through the department manager, the business unit head or designee, and Academic Affairs for approval.*
- 2) *Once Academic Affairs approves the ePRF transaction, a notification will be sent to EOPD to review the ePRF. EOPD will then contact the Chair of the Search Committee to convene the initial search and screen committee meeting and any other requirements as defined in the Search and Screen Handbook.*
- 3) *The Chair of the Search Committee or HR Liaison enters the advertisement and recruitment plan, which details what steps will be taken to assure that applicants from minority groups and women have an opportunity to apply along with when/where the position will be advertised in the Advertisement section and approve the ePRF transaction for the specific position.*
- 4) *A notification will be automatically submitted to EOPD to review/approve the advertisement and recruitment plan. After the initial Search and Screen meeting, EOPD will approve the ePRF.*
- 5) *Once approved by EOPD, HR Recruitment will receive an automatic notification to create the Job Opening ID and post the position on the FIU careers website.*
- 6) *Academic Affairs, the Business Unit and the Chair of the Search Committee will receive an automatic notification with the Job Opening ID number.*

Note: The Search and Screen Committee chair should not approve the ePRF until the entire committee has had the initial meeting with the Office of Equal Opportunity Programs and Diversity. Please refer to the following flowchart which details the ePRF process for New or Existing Faculty searches: [http://academic.fiu.edu/docs/ePRF Flowchart Faculty Searches.pdf](http://academic.fiu.edu/docs/ePRF_Flowchart_Faculty_Searches.pdf)

Drafting a Position Announcement

A carefully drafted advertisement is critical for a broad and inclusive search.

- Draft the position announcement as broadly as possible to attract the largest available pool of potential applicants.
- Advertise in venues that reach women, veterans and underrepresented minorities, such as special subgroups of professional organizations or focused conferences.
- Include language that expresses an interest in candidates who will advance our commitment to diversity.
- Include the department Internet address in the job announcement.

Required: Per Executive Order 11246, FIU faculty job advertisements must include a statement pertaining to our institution as an equal opportunity/affirmative action employer, such as: "Florida International University is a member of the State University System of Florida and is an Equal Opportunity, Equal Access, Affirmative Action Employer."

FIU Advertisement Template

Ads placed in professional journals where there are typically no introductory comments on the university or use of logos can provide just the position description. Ads placed in the Chronicle of Higher Education or other venues in which a description of the university is often provided must use the following text and logo:



Florida International University is a comprehensive university offering 340 majors in 188 degree programs in 23 [colleges and schools](#), with innovative [bachelor's, master's and doctoral](#) programs across all disciplines including medicine, public health, law, journalism, hospitality, and architecture. FIU is Carnegie-designated as both a research university with high research activity and a community-engaged university. Located in the heart of the dynamic south Florida urban region, our multiple campuses serve over 50,000 students, placing FIU among the ten largest universities in the nation. Our annual research expenditures in excess of \$100 million and our deep commitment to engagement have made FIU the go-to solutions center for issues ranging from local to global. FIU leads the nation in granting bachelor's degrees, including in the STEM fields, to minority students and is first in awarding STEM master's degrees to Hispanics. Our students, faculty, and staff reflect Miami's diverse population, earning FIU the designation of Hispanic-Serving Institution. At FIU, we are proud to be 'Worlds Ahead'! For more information about FIU, visit fiu.edu.

BODY OF THE ADVERTISEMENT

Qualified candidates are encouraged to apply to Job Opening ID (insert Job Opening Id number) at jobsearch.fiu.edu and attach (insert requirements such as a cover letter, curriculum vitae, listing of three references, statement of teaching philosophy, etc) in a single pdf file. To receive full consideration, applications and required materials should be received by (insert review date). Review will continue until position is filled.

FIU is a member of the State University System of Florida and is an Equal Opportunity, Equal Access Affirmative Action Employer.

Rev. 12/13/2012

Developing an Outreach Plan

Define and develop a plan for outreach and advertising. Consider the following:

1. Adopt advertising strategy that includes announcements to a broad audience, as well as postings targeted to women and minority groups by utilizing the following resources:
 - National journals
 - Departments at other universities
 - Academic and professional associations (including committees within these associations)
 - Listservs
 - Websites
2. Consult with colleagues and make personal contact by email, telephone, or letter, and ask them to identify potential applicants, including those from diverse backgrounds. Consider:
 - Faculty and academic administrators at other universities
 - Faculty and academic administrators at minority-serving institutions
 - Former students and alumni
3. Create opportunities to recruit applicants, including women and minorities, at conferences you attend. Cultivate excellent future candidates, both for current and future searches.
4. Identify individuals who have achieved excellence outside academia, and contact them or send the position announcement to them.
5. Market the department and the campus — showcase FIU as an "employer of choice" offering academic excellence and diversity.
6. Ensure that all candidates and those invited for interviews are treated equitable and with respect. Remember, the way candidates are treated at FIU is an important factor in attracting future applicants.
7. Evaluate the effectiveness of the committee's outreach and search efforts. Sharing the evaluation with your department and other search committees will help them do a better job.

Note: Search committee must document any and all outreach efforts

Initial Meeting of Search Committee

An initial meeting of the Search Committee shall be scheduled to accomplish the following:

- 1) Introduce the Search Committee Chair and Committee members.

- 2) Review and establish the job announcement to make sure the committee is aware of courses and course levels to be taught and other anticipated responsibilities such as program development, publishing and/or advising. The job announcement is central to this process where faculty positions do not have job descriptions.
- 3) The Hiring Official will present the charge to the Search Committee in which they will outline expectations of the position, which may be taken from the approved Recruitment Plan, posting details, position description, and other information as applicable.
- 4) EOPD will discuss the search and screen process, diversity, Sunshine Law-related issues, and other matters specifically related to the particular departments.
- 5) Discuss the announced selection criteria and the method to be utilized to review qualified applicants for the position.
- 6) Discuss the ePRF and faculty recruitment processes.

Certification of Applicant Pool

The purpose of certifying the applicant pool is to identify whether the applicants reflect the representation of minorities and women at a level equal to or exceeding the availability data in the University Affirmative Action Plan. The Office of Equal Opportunity Programs and Diversity will certify a pool using the following guidelines:

- 1) Applicant pools which include diverse representation shall routinely be certified. For positions for which the applicant pool does not reflect representation of minorities and women equal to the availability data in the Plan, the recruitment effort shall be carefully reviewed.
- 2) If there is no evidence of active recruitment efforts beyond the placement of advertisements, it will be recommended that the search period be extended to allow for additional recruitment.
- 3) Upon determining that the applicant pool is diverse, or that good faith efforts were conducted to ensure diversity, EOPD will certify the applicant pool. At this point, the Committee may begin the screening process.
- 4) The applicant pool must be certified by EOPD prior to the committee's discussion of the candidates.

The Interview Process

The criteria used to make this decision should reflect the criteria used throughout the search and screen process. It is important that there is consistency during all phases of the interview process including participation by members of the Search and Screen Committee. All candidates should be treated similarly throughout the interview process

Prior to holding the interview, the committee should plan/make decisions on the following:

Develop specific core job-related questions that will be asked of all interviewees

Discuss the flow of the discussion and questioning

Determine if the candidate will be asked to give a presentation or colloquium in his/her area of expertise

Decide if the committee will discuss each candidate immediately following the conclusion of the interview or if discussions will be held when the last interview is completed

Identify who, in addition to the committee members and hiring official, will interview the candidate

Discuss if there is specific information that the committee seeks from specific audiences (i.e. student reactions to teaching style at a symposium, assessment of an applicant's research records)

Select who will be the contact person for the candidate and who will provide the candidates with an interview schedule prior to arrival on campus.

Candidates should be informed of who, (by name and position) will interview them and whether a presentation is expected. Since specific job descriptions do not exist for faculty positions, as much information as possible should be provided, i.e. courses and course levels to be taught and other anticipated responsibilities (program development, advising, etc.).

Reasonable Accommodation

Under the Title I (employment) regulations of the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act, the University cannot refuse to hire qualified persons with a disability simply on the basis of the disability. Under the law, an individual with a disability is a person who has:

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of such an impairment; and or
- Regarded as having such an impairment

An applicant or employee who meets this definition of disability must be provided reasonable accommodation throughout the application process. Accommodations must be requested by the applicant or employee.

If an applicant requests an accommodation in the application process, the committee chair should contact EOPD. The applicant should have input into the type of accommodation provided, but the University has the ultimate decision in the specifics of how the applicant will be accommodated.

Note: A search committee should not assume that an applicant who appears to have a disability will require an accommodation if it is not requested. Even though an applicant discloses the need for an accommodation, before an offer of employment, an employer still may not inquire as to:

The nature of a disability;
The severity of a disability;
The condition causing the disability;
Any prognosis or expectation regarding the condition or disability; or
Whether the individual will need treatment or leave because of the disability

Hiring

For the hiring of a faculty positions, the following procedure should be followed:

- Once the Department has selected the final candidate, an offer letter should be submitted to Academic Affairs for review and approval. The department should use the offer letter templates at <http://academic.fiu.edu/sampleletters.html> and may include items related to specific commitments such as graduate assistant support, minor startup costs, moving and relocation allowances, and additional pre-employment requirements.

Note: Departments should submit the offer letter and curriculum vitae to Academic Affairs for approval prior to the candidate receiving a written offer.

- Once approved and the candidate has accepted the offer, the following items should be sent to Academic Affairs for processing.
- A) *Copy of offer letter signed by applicant*

B) *Initial Faculty Appointment Form*

C) *Certification of Credentials and Qualifications Form* , along with official transcript, if available.

Note: For faculty hired on an existing posting in PeopleAdmin, the sign on package is to be sent with the documents above to Academic Affairs. Faculty hired on postings in People Soft - HR will be provided a notification upon acceptance of the offer and the sign on should be sent electronically or submitted to the Division of HR.

- Once approved, Academic Affairs will forward the package to the Division of HR for hire. Upon hire, an onboarding notification will be sent to the HR Liaison containing their assigned Panther ID. Course schedulers should be informed of the Panther IDs for any new hire for course assignment purposes.

Waiver of Advertisement

A waiver of advertisement is an authorization to fill a vacant position outside the normal search process. A waiver may be requested due to unanticipated and/or compelling circumstances to contribute to the achievement of unmet institutional employment benchmarks or to hire someone into a difficult-to-recruit position. The waiver may be requested by the Hiring Official. The development of a recruitment plan is not required for the filling of a vacant position that have been approved through the waiver of advertising process.

Note: Waivers are granted on a case-by-case basis with approval by the Dean of the Department, Office of Equal Opportunity Programs and Diversity, and the University President.

The Posting Exemption Form is to be submitted to the Office of Equal Opportunity Programs and Diversity and accompanied by the following documentation:

A) The original, completed Waiver of Advertisement Request Form;

B) Specific circumstances and rationale for the request;

C) The resume/curriculum vitae of the candidate; and,

D) Any other pertinent information that should be considered: (e.g., other eligible, qualified candidates that were considered for the position; the proposed candidate has unique skills, abilities, and/or experiences that support the University's diversity, affirmative action or equity accountability initiatives).

Appointments not Requiring Searches

There are employment actions that do not require searches. Below is a list of examples when a search is not required to effect an employment action:

- A) Academic rank promotions
- B) Position rotation, e.g. faculty member is elected or designated to serve as chairperson & associate chairperson consistent with the department's rotation policies
- C) The reassignment or demotion of an employee to a different position.
- D) The reclassification of a filled Faculty position if no actual vacancy exists.
- D) A change of funding to/from a contract, grant, auxiliary, or local fund from/to a general revenue funded position with no change in duties, responsibilities, or classification if the incumbent was hired according to the university vacancy announcement procedures.

Positions Exempt from Posting

Below is a list of positions that may be exempt from posting requirements:

- A) Positions funded from contracts or grants: When the principal investigator and other key personnel who are specifically identified by name in the contract or grant. Identify grant agency, project ID, and project period.
- B) Positions to be filled by persons who have been laid-off and who have recall rights as specified under the collective bargaining agreements and in the University's policies.
- C) Part-time positions of up to 50 FTE. A part-time position may not be changed from 50 FTE or less to greater than 50 FTE without conducting a search.
- D) Positions to be filled as interim appointments provided the appointment does not extend beyond one year for faculty positions, visiting appointments may or be for up to a 4 year term, with a 1 year extension if approved by the Provost.
- E) Positions to be filled on an interim or temporary basis.
- F) Postdoctoral Fellow appointments for no more than 3 years.
- G) Research Associate for no more than 1 year.

H) Positions to be filled in settlement of litigation, grievance or arbitration.

I) Change in the title and/or responsibilities of a current member of the faculty where the change involves expanding or restructuring an existing situation without establishing a new position or creating a vacancy that must be filled. Explanation of the change must be provided in the additional documentation section of the Posting Exemption form.

J) Appointment to a faculty rank, regardless of the length of term, without compensation or with pay that is nominal compared to the regular compensation of a similar position, e.g., honorific titles.

K) Unique qualifications that make a search counterproductive. Documentation of the qualifications must be provided in the additional documentation section of the EOPD Exemption form. Endorsement by the President is required after Human Resources approval.

Appendices

Interview Questions

<u>SUBJECT</u>	<u>APPROPRIATE</u>	<u>INAPPROPRIATE</u>
ADDRESS	How long have you lived “in this area?”	List of previous addresses, how long have you lived at specific address
AGE	None	Questions about age or questions that would reveal age, requests for birth certificate.
ARREST RECORD	Indiana law permits questions on pending charges if related to job, i.e., security or sensitive jobs.	Questions about pending charges for jobs other than those mentioned
BIRTHPLACE	None	Birthplace of applicant or applicant’s parent’s, spouse or other close relatives
CITIZENSHIP	May ask questions about legal authorization to work in the specific position, <u>if all applicants are asked</u>	May not ask if person is a U.S. citizen
CONVICTIONS	May ask if any record of criminal convictions and/or offenses exists, <u>if all applicants are asked</u>	Questions about convictions unless the information bears on job performance. Questions that would reveal arrests without convictions
DISABILITY	May ask about applicant’s ability to do job-related functions, <u>if all applicants are asked</u>	Question (or series of questions) that is likely to solicit information about a disability
EDUCATION	Inquiries about degree or equivalent experience	Questions about education that are not related to job performance
FAMILY	None	Number and ages of children, child bearing/rearing queries
MARITAL OR FAMILY STATUS	Whether applicant can meet work schedule or job requirements (should be asked of both sexes)	Any inquiry about marital status, children, pregnancy, or child-care plans
MILITARY	You may ask if a candidate has served in the Armed Forces of the United States or in a State Militia.	You may not ask about military service in the armed forces of any country except the U.S., nor may you inquire into one’s type of discharge.
NATIONAL ORIGIN	May ask all applicants if legally authorized to work in this specific position	May not ask if person is a U.S. citizen
ORGANIZATION	Inquiries about professional organizations related to the position	Inquiries about professional organizations suggesting race, sex, religion, national origin, disability, or sexual orientation

PERSONAL FINANCES	None	Inquiries regarding credit record, owning a home, or garnishment record
POLITICAL AFFILIATION	None	Inquiries about membership with a political party
RACE, COLOR OR SEXUAL ORIENTATION	None	Comments about complexion, color of skin, height, weight, or sexual orientation
RELIGION	Describe the work schedule and ask whether applicant can work that schedule. Also, suggest that accommodations to schedule are possible.	Inquiries about religious preferences, affiliation, or denominations or religious holidays observed
WORK EXPERIENCE	Applicant's previous employment experience	Stereotypical inquiries regarding protected group members

