ENSURING A FAIR SEARCH

OBJECTIVITY:
- A clear description of the job and hiring criteria is made public and not changed until the position is closed or rescinded.

CONSISTENCY:
- All university policies are followed.
- Procedures and criteria are established in advance by committee, do not change through the process and are applied to each application. Search documentation (including review sheets) should document that the criteria have been applied.
- Interview questions are drafted in advance and asked of each applicant.

RATIONALITY:
- Decisions can be explained in terms of written criteria and documented review processes.
- At least three finalists are identified in a national search. (Exceptions may be granted by OERC and Faculty Advancement.)

CONFIDENTIALITY:
- Information pertaining to the search is held in confidentiality.
- Applicant files are sequestered within Interfolio.
- Finalists’ names are not made known until they are brought to campus.