

REQUEST TO RECRUIT FAQ'S

See the UND Faculty Handbook:

<http://www.und.edu/dept/registrar/senate/FacultyHandbook/>

Initial Appointment Procedures:

<http://www.und.edu/dept/registrar/senate/FacultyHandbook/Section2.htm#3.1>

University of North Dakota faculty are subject to the policies of the North Dakota State Board of Higher Education, the University of North Dakota, the college and it's respective department or unit.

Q. We didn't get an adequate pool of applicants or our pool of applicants did not meet our needs. What do we do?

A. If you make significant changes in a position description, then close the position. By memo, request closure of position to College Dean, Provost, and Affirmative Action and begin with a new Request to Recruit, new job description, and recruiting sources. If no significant changes are made to the position then, by memo, to College Dean, Provost, and Affirmative Action indicate that there is an inadequate pool of applicants and recruitment will be extended with new dates for recruitment. Notification is to go out to applicants in the pool concerning their application status.

Q. If we close a position what will happen to the applicants?

A. Applicant files, reasons for non-selection, and completion of the 14-point checklist are to be sent to Affirmative Action Office for review. The applications will be returned to the department for their retention.

Q. Do all faculty and academic staff require a competitive process?

A. Yes. Positions that carry faculty rank such as: Instructor, Assistant, Associate, and Professor and all academic support staff require a competitive recruiting process. It is the University's policy to have the pool be as large and competitive as possible in order to diversify its employee population.

Q. When do we make the offer?

A. The official offer of employment is by the Letter of Intent after it is approved by the Dean, Affirmative Action Office, and Provost. For the School of Medicine and Health Sciences, the Letter of Intent must be approved by the Dean, Affirmative Action Office, and the President.

Q. How long does it take to get through the approval system?

- A. Expect an average five working days, of assuming all documentation is in order. It includes approvals through the Affirmative Action Office, Provost and/or the President's Offices.

Q. How long must we advertise a position?

- A. Recruiting time is a minimum of 30 days unless special permission has been obtained by the AAO. Where to place the ads depends on the discipline and the position. It is important to place ads where persons in the professions, women, minorities and others with diverse backgrounds are likely to see them. The four effective ways to advertise are:

1. Advertisement in national and international publications
2. Web page with appropriate information
3. Letters to key graduate programs
4. Telephone and email contacts with colleagues at other institutions.

Q. Is there a format that we need to use for completing the hiring process?

- A. Follow the 14-point checklist documentation, normally in the memorandum identifying documentation required for each area. Assemble documents in order of checklist as attachments to the Request of Appoint.

Q. If we have a lot of applicants is there a way to group the reasons for non-selection?

- A. Yes, for example:
- Lack of appropriate degree
 - Wrong field of study or discipline
 - Overlaps current expertise in the department
 - Incomplete File

The groupings need to follow the stated job description and qualifications.

Q. Do I have to consider someone who is not living in the United States?

- A. No International applicants may be considered under department discretion.

Q. What do we do with applications received after the deadline or selection has been made?

- A. Applications received after the deadline or after the selection has been made do not need to be reviewed, but the department should either send

a letter or return the resume indicating that the application was received too late for consideration.

Q. I have received an applicant control card for a faculty position claiming Veteran's preference. Do they get special treatment?

A. No. North Dakota Veterans' preference does not apply to teachers. Affirmative Action regulations do apply for Vietnam Era Veterans and special disabled Veterans. A DD214 and Veterans Administration certification and essential documentation in order to qualify for Affirmative Action support, but preferential hire.