

Faculty Recruitment Document Retention Procedures

Academic Personnel retains:

Departments must retain:

<ul style="list-style-type: none"> Original copies of all submitted approval forms (Recruitment, Interview, Offer) and required attachments 	<ul style="list-style-type: none"> Copies of all submitted documents (face sheets should be retained after all signatures are received and final version received from OAPL).
<ul style="list-style-type: none"> Copy of interview questions submitted by department with interview authorization form 	<ul style="list-style-type: none"> Proof of Advertising. This should include a tear sheet from an ad placed in a national/professional journal (one in which no subscription or payment is required to view) that shows the first and last date the ad was active or a dated screenshot showing the active ad from the date it opens and another for a date prior to the ad closing (need to establish minimum 30-day advertising was accomplished)
<ul style="list-style-type: none"> Advertising confirmation received from JobElephant for OAPL-placed sites 	<ul style="list-style-type: none"> Copy of full-page containing advertisement for at least one print ad for the offered position that appears in the national/professional journal (discipline-specific pub) (if print ad is used). Ad must include employer name, job title, job duties, minimum requirements, location of employment, and how to apply. Copy of ad must show the journal title and date of publication. If such information is not on the page containing the ad, a copy of the journal cover where the ad was published must also be provided.
<ul style="list-style-type: none"> All emails from committee chair or ASC pertaining to candidate or committee updates or changes 	<ul style="list-style-type: none"> Copies of any other ads placed or recruitment methods undertaken. Online ads must have dated printouts of screenshots showing first day and last day of posting. Print ads must include name and date of publication. Listserv or email ads must have dated printout evidencing when the ad was posted or sent out.
<ul style="list-style-type: none"> All emails received from committee or ASC pertaining to search process or procedures 	<ul style="list-style-type: none"> Detailed description of competitive recruitment and selection process including how each candidate was evaluated throughout each step of the process. Must include: Total applications received and CVs of finalists.
<ul style="list-style-type: none"> Any communication pertaining to search process occurring between OAPL and Provost or Dean of hiring college 	<ul style="list-style-type: none"> For the finalist recommended you must complete a statement why this candidate was considered to be the most qualified at the time of hire.
<ul style="list-style-type: none"> Copy of signed offer letter (received from College office upon receipt) 	<ul style="list-style-type: none"> Final report of the faculty, student or administrative body making the recommendation or selection of the final candidate, at the completion of the competitive recruitment and selection process.
	<ul style="list-style-type: none"> Details of Recruitment in form of a chart containing the following information for each applicant: <ul style="list-style-type: none"> Name of candidate Degree held and field of study Campus visit/interview date

- **Was an offer made? Indicate timing of offers if more than one offer was made to same or multiple candidates. Also indicate if offer was accepted or not.**
- **Outcome/Conclusion: detailed explanation why offer was not made to candidate including why the candidate is less qualified than the hired worker. If a candidate was not interviewed for a job-related reason, provide a detailed explanation.**

- **List of courses to be taught, if known at time of hire**