



College of Education
MICHIGAN STATE UNIVERSITY

TENURE

SYSTEM

SEARCH

PROCESS

last updated February 2024

KEY

Search/Department Responsibilities

CED HR Responsibilities

DO Responsibilities

Communications Responsibilities

ADDICP – Associate Dean for Diversity Equity, Inclusion, and Community Partnerships

ADFASA – Associate Dean for Faculty and Academic Staff Affairs

CEDHR – College of Education Human Resources

IDI – Office for Institutional Diversity and Inclusion

AFILAF – Academic Final Interview List Approval Form

EBS – MSU's Enterprise Business Systems (ebs.msu.edu)

DO – Dean's Office

CoS - Chief of Staff

FEA – Faculty Excellence Advocate

PROCESS

1. Search committee formed by Chairperson/Dean
2. Training assigned by the University Academic Search Committee for search committee members.
3. CoS hosts an informational meeting with CEDHR, DO staff, ADFASA, ADDICP, FEA representative, and Communications to discuss searches and to review the process for moving forward.
4. FEA attends the first meeting of each search committee to describe the administrative process.
5. Search committee chair/dept chair works with the search committee, using the template located in the shared folder, to develop the job description and evaluation rubric criteria, consulting with the CEDHR Manager for compliance needs.
6. The dean or designate approves job description and evaluation rubric criteria after the committee has developed it. The search committee chair forwards it to CEDHR. If the position description is not approved as written, the search committee chair makes modifications with the committee.

7. Academic Position Request form submitted in EBS by CEDHR; EBS form routes through approvals.
8. Position is posted on PageUp; CEDHR alerts search chair, Communications director, and the CoS that position is now posted. CEDHR also adds the job posting to the college website.
9. Communications submits advertising to Chronicle for Higher Education, Hispanic Outlook, Diverse: Issues in Higher Education, AERA, and/or other professional associations (costs for these external ads paid through Dean's Office). Advertising beyond these publications is incumbent upon the hiring unit; Communications creates pdf flyers for positions; offers to review copy for blogs, etc. An email to ed-fac-staff is also sent alerting the college community of the posting(s) through CEDEOfficeoftheDean@msu.edu.
10. CEDHR contacts search committee chair at review date to see if/when they'll decide to keep the position open or to close it.
11. Search committee decides the scoring mechanism for evaluation rubric criteria.
12. Search committee reviews applicants, selects candidates for preliminary interviews (phone, Zoom, Skype, etc.) and completes an interim search report and sends it to the department chair for review and approval.
13. Once the department chairperson approves the report, an AFILAF is completed, reviewed, and signed by the department chair and sent to CEDHR for review. CEDHR sends to the Dean's Office for signature.
14. CEDHR sends AFILAF through PageUp to get IDI's approval. Once approved, CEDHR notifies the department and search chair of IDI approval and that they may proceed with interviews. This process is generally two business days.
15. The search committee conducts preliminary interviews.
16. The search committee updates the interim search report and submits it to the department chair, dean, and CoS for review for finalists to be brought in for campus interviews and gets dean's approval. This process is typically three candidates per search.
17. The department coordinates campus visits.
 - a. The department/committee drafts candidate's itinerary for upcoming visit with guidance from the FEA and ADDICP.
 - i. The committee should make every effort to include meeting time with the candidate and the following Dean's Office personnel:
 1. The CED Dean, or his designee if he is unavailable;
 2. The Associate Deans of Diversity Inclusion and Community Partners (DICP), Faculty and Academic Staff Affairs (FASA), and Research. A group meeting is sufficient if scheduling allows.
 - ii. Ideally the candidate should meet with potential collaborators both in and outside of the College.
 - iii. Ideally the candidate should meet with graduate/undergraduate student.
 - b. The search committee chair forwards the draft itinerary to the ADDICP for review and approval.

- c. The search committee chair or designee requests packets from Communications for prospective faculty with college, local promotional items with at least two business days' notice.
18. After campus visits:
 - a. Search committees seek feedback from campus community after each candidate visit.
 - b. After all candidates have visited, and feedback received, the committee meets and evaluates candidates (acceptable/unacceptable) based on campus visits and all information received.
 - c. Committee updates initial search report with information from above and sends to department chairperson.
19. Dept chair meets with the dean to discuss the final selection and an offer.
20. Chair/dean negotiates offer until acceptance or decline.
21. Dean/CoS draft a letter of offer.
22. If declined, dean/department chair decide on another offer or to fail the search.
23. When signed offer letter has been received from candidate, CoS emails CEDHR & DO Staff:
 - a. CEDHR creates a Teams channel for the new hire onboarding.
 - b. DO Staff uploads the signed offer letter, CV, funding letter, and final search report to the appropriate Teams location.
 - c. DO Staff creates a faculty file in the Dean's Office HR and places the signed offer letter, CV, and funding letter in that file.
24. CEDHR updates PageUp status for top candidate and takes all necessary steps to get candidate hired (change status to hiring recommendation, initiate background check, send attachments a-e, if necessary, upload signed offer letter, and change to offer made online, etc.)
25. The search chair notifies all other interviewed candidates that the position has been filled; CEDHR then disposes all remaining candidates who were not selected into the appropriate application status.
26. Communications sends a welcome email to the new employee with hiring information and CEDHR distributes a welcome gift upon arrival.
27. Dean's welcome email letter is sent to the final candidate.
28. Process now becomes an onboarding activity.