What is the first step in the Faculty Recruitment Process?

Before any recruiting may begin, the department must complete the Position Justification Memo and submit for Provost approval. The Provost will send his approval email to the Dean and a copy to the Academic Affairs Specialist.

Who Initiates the Online HR Recruitment Request?

1. After a search committee is designated by the Department Chair, and prior to submitting a requisition in AppliTrack, the Department level HR Representative will contact Academic Affairs to schedule mini-training on the AppliTrack process and search committee best practices (e.g. 100pt screening system, Veterans preference, Closing deadline/commencement of interviews; requirements v. preferred; and H-1B/LPR immigration considerations).

   The search committee will also schedule Implicit Bias and Best Practices training with the Academic Affairs Officer prior to reviewing candidates.

2. Department level HR representative will create a Requisition for the recruitment through AppliTrack including the description, approval chains, closing date, and 100pt screening applicants. The department may limit Academic Affairs screening criteria (e.g. minimums only vs full screening).

   a. The AppliTrack approval chain will be:
      i. Department Chair
      ii. College Dean
      iii. Academic Affairs Office (for specificity and revision)
      iv. EEO/AA
      v. Provost
      vi. Academic Affairs Specialist (Casey Hoffman- Final Approver)
What all needs to be included in the 100-point screening summary?

90 points are available for Departments to assign for either minimum requirements and preferred qualifications. 10 points are reserved, and required by law, for Veterans/Disabled Veterans.

Academic Affairs will be the default initial screener for minimum requirements for candidates. If the Department/College prefers to fully screen their own candidates, please indicate in a note on the Requisition or by email.

How long does the Job Posting need to stay open?

The posting is required to be open for two (2) full weeks. We recommend a minimum of 30 days for a better candidate pool.

If the Requisition is “Open Until Filled” with no set closing date, then there must be a “Review By” date in the posting.

What happens after the requisition approval?

• Once fully approved, Academic Affairs will open the position posting and email the HR contact within the department to notify of the Job ID # with a copy to EEO/AA. Academic Affairs will then also create the post on JobsHQ.

• The day after the assigned closing date or review-by date, candidates may be screened by Academic Affairs for at minimum requirements at Department request. All eligible candidates’ applications will be placed in an AppliTrack folder for the Department HR contact who will receive notification of its availability.

• Department HR contact will disseminate candidate information to search committee members. Selection of candidates based on point level is completed through the Department Hiring Search Committee.

NOTE: All applicants at threshold point level must all be given an interview. An initial phone interview of applicants prior to any in-person or campus interview is permitted. Documentation of all candidates should be on the Faculty Interview Summary Sheet and uploaded to AppliTrack.
• Departments should print screenshots of any online publications/journals ads (including UND site posting) in anticipation of any future immigration documentation need.

What notification must the unselected candidates receive?

Academic Affairs will transmit “No Thank You” letters for each applicant that does not meet the minimum eligibility standards provided by the department.

Each Department will then be responsible for transmitting “No Thank You” letters to rejected candidates at any stage thereafter. Notification to unselected candidates should not be sent until the department received approval of their selected candidate. A standardized template will be provided.

In the event of an unselected North Dakota Preferred Veteran/Disabled, the letter shall outline the specific reasons for not interviewing or not selecting the candidate in compliance with state law and mailed certified. (The HR Director is required to sign.)

What if no candidate is selected?

If no candidate found, the search will be reopened by Academic Affairs, upon approval of the Provost. To initiate reopening the search, a new request/email from Department contact with new close date must be sent to the Academic Affairs Specialist. The same description and 100-point Summary Sheet may be reused.

Questions?

Please contact:

Casey Hoffman
Academic Affairs Specialist
701-777-4141
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Faculty Appointment Process-FAQ

What is the AppliTrack Appointment Process?

1. Once a determination is made by the Department Search Committee, both the Interview Summary Sheet and completed 100 Point Screening Sheet will be uploaded to the Description tab in the original requisition on AppliTrack. The Interview Summary Sheet should identify the candidate selected for appointment. The Department HR should email AA and AA/EEO to notify them a selection has been made.

2. Department Chair/Dean will develop Letter of Understanding using the approved standard template. The LOU draft should also be emailed to Academic Affairs for review.

3. AA/EEO will notify the Department and Academic Affairs once approved. The Department may proceed with their background check at this time.

4. Once the LOU is approved by AA, and the review is completed by AA/EEO, the Department HR will request the hire in HRMS and attach the approved LOU (signed by the Dean and Department Chair). The HRMS appointment requires the following reviewers/approvers:
   a. Department Chair or Proxy
   b. College Dean of Proxy
   c. Academic Affairs
   d. Provost or Proxy
   e. Payroll

Questions?

Please contact:

Casey Hoffman, Academic Affairs Specialist
701-777-4141 or casey.hoffman@und.edu