**Hiring Instructions for CAS Searches**

Though units are in charge of the hiring process for a tenure track position search and interview process, CAS does have recommended guidelines for such searches and interviews, to be carried out consistently across the College.

**The Search:**

Searches for all tenure track and priority staffed positions must follow CAS search process guidelines (<http://agsci.oregonstate.edu/sites/agsci.oregonstate.edu/files/main/about/searchprocessguidelines_2015cas.pdf>). The committee is responsible for recommending to the hiring authority a list of candidates to be interviewed. Phone interviews may be used to be sure the committee is comfortable with the pool of candidates (3-4) who are to be brought to campus for interviews.

After a committee has recommended candidates for on-campus interviews:

* The unit leader must first email the Associate Dean responsible for the hiring unit to obtain permission to interview potential candidates. In the email request, please include an overview that includes: names of interview candidates, diversity considerations, and why they stand out. Also include how many applicants there were in total, their gender and ethnic profiles, and disposition of the remainder (total number of applicants, how many you did phone interviews with, how many were close unqualified, etc.). It is also important to identify if you plan to keep any on hold during the process, or letting the rest go and why. Once permission is obtained, the committee chair (with help from a support person) can proceed with setting up dates for face-to-face interviews. Below is a list of components to be included in scheduling each candidate’s interview.

**Setting up Interview Dates:**

When scheduling interview dates we recommend be a ***minimum*** of 3 weeks out from the date you are calling candidates to setup interviews. This is being respectful to not only the candidates and their busy schedules and time to prepare, but also to your team who is pulling the interview schedules together. These are very time consuming and can be pulled off much more professionally when they are done with time and consideration. Work with Sue Sutherland in the Dean’s office to identify potential dates for interviewing, that work with the deans. Then the chair works with the committee to determine the best dates. At this point, please send Sue the cover letters and CVs for each candidate, as well as the position description. Final schedules can be sent when they are complete.

* Make sure you have more dates available than candidates, as you may be unable to get the last person into the last spot. The candidates have busy schedules as well and could be traveling.

**Interview Schedules:**

* Candidates should be escorted from one meeting location to another to keep them on schedule, and keep them from getting lost! This courtesy shows a positive face for OSU and CAS. It also shows a level of caring to the candidate and lets them know that we are truly interested in their interview and are taking care of them while they are here.
* Appointment needs to have 10 minutes between meetings (15 when there is a building change). Show them how you would like to be treated! If they are familiar with campus or your area, it’s ok for them to travel between meetings on their own, but please be sure someone within each meeting is able to make sure the meetings stay on time. This break allows candidates to pull themselves together for the next meeting, walk to different locations, bathroom breaks, etc.
* If candidates are traveling between locations, offer a shuttle service (OSU person to chaperone, or a private company) or rental car. Each candidate should be allowed to choose which transportation options they are most comfortable with. If in a remote location, offer to escort to/from main campus, etc.

**Interview Components:**

Interviews need to include:

*On campus interviews:*

* A seminar with the topic related to the position they are applying for. Seminar is to be videotaped and available for those who cannot watch during the seminar time. The deans, all unit leaders, departmental faculty, stakeholders and any others potentially interested are to be invited to participate in the seminar (the earlier in the interview process, the better).\* Seminars should not be posted online and available to stream until all candidates have interviewed.
* Meet with the Associate Deans (30 minutes with associates and assistants related to the position’s FTE makeup). Schedule through Sue Sutherland (7-5835).
* Meet with the potential academic home faculty (at least the P&T Committee faculty). Can be an informal chalk-talk covering their research and how they best see themselves fitting in with the potential academic home department. The optional chalk-talk should be an interactive session between the candidate and faculty, however it does not necessarily need to be recorded or made available to off-campus faculty. ^
* Meet with potential collaborators, students, and support staff as appropriate.
* Tour of the department.
* Meet with AMBC-HR contact to discuss OSU benefits.
* Interview wrap up, preferably last item on schedule (best to be scheduled with the hiring authority).
* Other things may be included that are unique to the given unit.

*Off campus interviews:*

**In addition** to the on-campus visit, the station visit should include:

* Tour of facilities
* Meeting with the unit faculty (Could repeat the chalk-talk from campus visit). This should be an interactive session between the candidate and faculty.^
* Meet with support staff and stakeholders as appropriate.
* Other items unique to the given unit.
* Interview wrap-up, should be done at the end of the interview depending on where the second day of the search occurs. This meeting should be scheduled with the Hiring Authority.

A day on campus must be provided as well as a day at the unit. The on-campus portion would follow the same format as above*.*

**Committee Report:**

The Chair of the committee is responsible for submitting a report to the hiring authority (unit leader) who will transmit the report along with their hiring recommendation to the Associate Dean responsible for the search. At a minimum, the report will contain a list of strengths and weakness of each candidate and if they are qualified or unqualified for the position, and will summarize the input received from people participating in the interviews.

*\*For off campus interviews, the seminar can be at either location, and must be made available electronically for folks at the other location to participate.*

*^Meeting with faculty (at least the P&T committee) should address the research portion of the position and how it supports/ties to the unit. This must happen during the on campus visit, should the unit need to provide support for P&T review for an academic home.*