

FACULTY SELECTION PROCEDURES

1. No application form is required for faculty positions except at the Community Colleges. Letters of interest should be submitted in response to advertisements. Curriculum vitae, letters of references, etc. may be requested as indicated in the advertisement.

2. Receiving Office

All applications must be received by the individual or office specified in the vacancy announcements.

As applications are received, a letter or email should be sent to each applicant through the Online Applicant Data System to inform the person that the application has been received. Inform the applicant as to the anticipated length of the screening process and that she/he will be notified once a decision has been made on her/his application.

3. Closing Date

All applications received during the open recruitment period must be considered. Only those applications postmarked or date stamped by the receiving office by the closing date are considered to have met the filing deadline.

4. Applicant Evaluation Form

An evaluation form may be developed. It is recommended that an evaluation form be completed for each applicant.

The minimum qualifications (MQs) and the additional desirable qualifications (DQs) listed in the advertisement and position description shall be listed on the applicant evaluation form and used as a checklist in screening the applications. Applicants must satisfy all MQs before proceeding further in the selection process.

5. Screening Process

- a) Before conducting the screening process, hiring units should contact her/his EEO/AA Officer for the most direct policy guidance on EEO/AA pre-employment inquiries.
- b) If the faculty position provides for equivalencies for education and/or experience requirements, the equivalences should be determined prior to screening applications.
- c) The entire selection process is confidential and shall not be discussed with any of the applicants or with anyone outside the process.
- d) It is recommended that the selection committee maintain minutes of its meetings.

6. Interview Process

It is recommended that job-related interview questions along with the acceptable responses be developed prior to any interview. The hiring unit may develop a rating sheet.

The head of the hiring unit shall consult with the College Administrative Services Director, Personnel Officer, or Campus EEO/AA Coordinator to review all interview questions and, if necessary, to obtain assistance throughout the interview and screening process. The head of the hiring unit must advise interviewers of the Guideline for Pre-Employment Inquiries under the Hawai'i State Employment Practices Law, copies of which are available through the Director of EEO/AA (Mānoa and System units), the Campus EEO/AA Coordinator (Hilo/West O'ahu), or the CC Director of EEO/AA (Community Colleges).

7. The best qualified available applicant shall be selected, without regard to sex, ethnicity, veteran or disability status, or other protected categories covered by the Executive Policy on Nondiscrimination, EP1.202.
8. Reference checks are integral in the decision making process. It is imperative that reference checks be done fairly and consistently so that they may serve as a valuable tool in the selection process. Please remember that the same discrimination laws applicable to interview questions also apply to reference checks.
9. The UH Online Form 17 (EEO/AA), BOR Recruitment/Selection Form 17, must be completed for all faculty appointments prior to the start date./AA (Community Colleges).
10. Keep applicants informed throughout the process. If there are unusual delays, notify the applicants. Applicants who have not been selected for the final interview process may be so informed. Once the selection has been made and approved, inform the remaining applicants.