Policies

These documents describe the college's expectations and guidelines.

- Lead a faculty search

Lead a faculty search

Following search approval, each search is assigned an HR partner (Jessica Johnston - jessica.johnston@maine.edu & Melissa Gray – melissa.gray@maine.edu) and an Associate Dean. Follow the steps below to complete the search and hiring process.

Link to requisition template (HRT)

Position posting

- ☐ Minimum posting duration: 30 days
- ☐ Save screenshots of external postings (Day 1 and Day 30)
- ☐ Review diversity policy vis a vis pool – meet with HR for input
- ☐ Advertise widely and generate a diverse pool
  - ☐ HireTouch
  - ☐ Discipline-relevant publications and job boards
  - ☐ Listservs
  - ☐ Personal contacts

Equal Opportunity training

- For all search committee members who have not done so in 12 months
- https://umaine.edu/eo/hiring-recruitment/search-briefing-schedule

Initial applicant review

- ☐ HR will send ranking sheet to search chairs
- ☐ Committee members must score independently based on qualifications in the ad
- ☐ Chair aggregates rankings
- ☐ Committee meets to review scores; may make adjustments in the group setting
- ☐ Candidates moving to the next stage must be contiguously ranked at the top
- ☐ Chair sends rankings to HR partner, cc'ing Associate Dean, with a request to interview the top candidates

Interviews - video

Interviews - on-campus

Interviews - on-campus

Final recommendation

After the search committee submits their final recommendation, the final stages of the search run through the unit leader and the Dean's office.

Offer and negotiation