

SCREENING COMMITTEE PROCEDURES
Library Faculty Policy Committee – Revised 08/09/11

I. Establishing the Screening Committee and Chair	
<p>1. The Dean appoints a Screening Committee and sends them a memo, which includes</p> <ul style="list-style-type: none"> a) their charge, b) a copy of the job description, and c) A copy of the job advertisement. <p>2. The Dean either appoints a committee chair or instructs the committee to choose a chair. If the Dean does not select a chair, she normally specifies a member of the committee to convene the first meeting.</p> <p>3. The chair or person charged with convening the first meeting schedules the meeting and the room. The following people should be invited:</p> <ul style="list-style-type: none"> a) All Screening Committee members b) the Personnel Coordinator c) the department/unit head who will supervise the new faculty member, and d) the Dean, Associate Dean, or Assistant Dean to whom that person reports. 	
II. The Initial Meeting	
Screening Committee Duties	Administrative Staff Duties
<p>4. At the initial meeting, attendees</p> <ul style="list-style-type: none"> a) select a chair if necessary (NOTE: the Chair should have prior experience on a screening committee); review the section of PS-36T on initial appointments; b) review the job description and advertisement; c) discuss any aspects of the job description that need clarification; d) decide where the job will be advertised (listservs, e-bulletin boards) in addition to the advertisements that are placed by the Personnel Coordinator, and assign responsibility for posting to these listservs/bulletin boards to library faculty/staff even if they are not on the screening committee; refer to “Places to Advertise 	<p>5. The Personnel Coordinator</p> <ul style="list-style-type: none"> a) provides electronic copies of the job description and job advertisement to committee members for this purpose; b) ensures that the position description is posted on the LSU and the Libraries’ websites; c) submits it to the ARL web site; and d) if the job is an entry-level position, the Personnel Coordinator sends a cover letter and the advertisement to schools with ALA accredited degree programs. e) NOTE: b, c, and d typically occur before Step 1.

<p>Positions” available at: SharePoint, https://libserv001/; and e) decide if nominations/applications should be solicited and assign responsibility for doing so.</p>	
<p>III. After the Job is Listed</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
<p>7. The Screening Committee Chair informs committee members that applications are ready for review and schedules meetings at appropriate intervals to evaluate candidates. In order to ensure timely consideration of all applicants, the committee should review applications as they are received.</p>	<p>6. As applications are received in the Applicant Tracking System (ATS), the Personnel Coordinator, a) in collaboration with office staff, monitors activity and function of the ATS. b) on a weekly basis, coordinates with the Screening Committee Chair for any updates and/or changes.</p>
<p>8. The Chair of the Screening Committee schedules meetings of the committee in order to rate the candidates. This process can begin before the official “closing date” for receipt of applications. The committee will rate the candidates as A = meets all of both required & preferred qualifications B = meets all required qualifications but lacks one or more preferred qualifications C = does not meet required qualifications.</p> <p>The committee gives its ranked list of candidates to the Personnel Coordinator. Screening Committee members should use an Excel file or other suitable table to facilitate ranking. Telephone / Skype interviews with the candidates’</p>	<p>9. The Personnel Coordinator, when notified to do so by the Screening Committee Chair, in collaboration with the office staff, a) notifies C candidates that they are no longer being considered for the position; b) requests letters of reference for the designated A and B candidates. Letters may be mailed, faxed, or emailed. The Personnel Coordinator should ask that references be sent no later than 10 working days after</p>

<p>references may be conducted, if needed, to assist the committee in establishing its “A” list of candidates.</p> <p>NOTE: If on the closing date for the search, there are no A or B candidates, the Screening Committee Chair should inform the Dean and the appropriate department/unit head that the search has been unsuccessful thus far, and request guidance with regard to pursuing the search.</p>	<p>the receipt of the request.</p> <p>c) as reference letters are received, sends out thank-you letters to the references.</p> <p>d) As reference letters are received, informs the Screening Committee Chair.</p>
<p>IV. Phone Interviews and Candidate Recommendations to Dean</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
<p>10. While awaiting the receipt of references, the Screening Committee:</p> <ul style="list-style-type: none"> a) drafts a list of phone / Skype interview questions to ask candidates b) schedules phone / Skype interviews with at least three of its top candidates. The Screening Committee Chair is responsible for arrangements, including contacting the candidate, reserving a room for the interview, and reserving and setting up a teleconference phone / Skype session with Library Systems. c) conducts phone / Skype interviews. All committee members should make every effort to be present for all phone / Skype interviews. 	
<p>11. As references are received, the Screening Committee evaluates the pool. Phone / Skype interviews with references and with additional candidates may be scheduled if the committee feels this is advisable.</p>	
<p>12. Based on references and phone / Skype interviews, the committee emails a recommendation to the supervisor of the position, then the appropriate Assistant/Associate Dean (if applicable), then the Dean. That recommendation may be to</p> <ul style="list-style-type: none"> a) bring in one, two, or three candidates for on-site 	

<p>interviews; b) re-advertise the position, because no viable candidates have been identified in the pool.</p> <p>The recommendation should summarize information about the pool and state why candidates are being recommended for on-site interviews, or why no candidates are being recommended.</p>	
<p>13. The Dean will inform the Screening Committee Chair and the Personnel Coordinator of who is approved for on-site interviews.</p>	
<p>V. Preparing for On-site Interviews</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
<p>14. The Screening Committee Chair begins scheduling interviews for candidates approved by the Dean. Interview candidates should have at least a full week to prepare for the interview. The Screening Committee Chair</p> <p>a) solicits available times from Screening Committee members and the prospective faculty member's supervisor and the Personnel Coordinator;</p> <p>b) based on those times, solicits available times from the Dean and the appropriate Associate/Assistant Dean;</p> <p>c) after establishing when the relevant LSU faculty and staff are available, contacts candidates in rank order to schedule onsite interviews.</p>	
<p>15. As the Screening Committee Chair establishes dates for each interview, the Screening Committee Chair</p> <p>a) informs the Administrative Coordinator of the following information three weeks prior to the scheduled interview: Candidate Name, Current Title, Current Employer, Dates of Visit, Purpose of Visit, Brief Description of credentials, Candidate Contact Information (E-mail address and phone number),</p>	<p>16. The Administrative Coordinator will call and pay for the flight that will be charged to the LSU Libraries' Centrally Billed Account (CBA). The flight can only be paid for if the appropriate forms are completed and signed by the Dean.</p> <p>17. The Administrative Coordinator will make the appropriate hotel reservations for the candidates, and</p>

<p>Itinerary of Visit (for meal reimbursement purposes).</p> <p>b) informs the candidate by email that he/she is responsible for making flight arrangements by contacting the current state-contracted travel agent provided at http://www.fas.lsu.edu/AcctServices/acctpay/agencies.html.</p> <p>c) The candidate must</p> <ul style="list-style-type: none"> i. identify as a job candidate and explain to the ticket agent the purpose of the trip and reserve an appropriate airline ticket. ii. E-mail a copy of the finalized itinerary (with reservation number) to the Administrative Coordinator. 	<p>also fills out Form AS516 (and Form AS540 if required) for Accounts Payable/Travel.</p>
<p>18. The Screening Committee Chair reminds the candidates to keep receipts for meals, parking or other travel-related expenses, as well as their airline itinerary.</p>	<p>19. If interviews will be completed within two or three weeks, the Personnel Coordinator will delay contacting remaining candidates until the finalists have been interviewed and a selection has been made. Otherwise, the Personnel Coordinator will notify applicants that the selection process is continuing and that their application is still being considered.</p>
	<p>20. The Personnel Coordinator sends information to each candidate who is coming for an interview. The packet includes</p> <ul style="list-style-type: none"> a) instructions to keep receipts for meals, parking or other travel expenses, as well as the airline itinerary, so that the candidate can be reimbursed; b) rules regarding travel expenses, indicating dollar limits and stating that liquor cannot be reimbursed c) URL of HR Benefits information d) URL of the Policies page where PDF version of PS-36 can be found, and strongly suggest they read this as it will be discussed during the interview.

	<p>e) information about the library and any library handouts appropriate for the position; f) local information such as the URL for the Advocate;</p>
<p>21. The Screening Committee Chair makes the schedule for the interview. A sample schedule is included in the Screening Committee folder. Each candidate will meet with</p> <ul style="list-style-type: none"> a) the Dean; b) the appropriate Associate or Assistant Dean; c) the department head/supervisor; d) the Screening Committee; e) two tenured faculty members to discuss the reappointment and tenure process; f) the Personnel Coordinator (to discuss benefits); g) the staff of the appropriate department(s). <p>In addition, the schedule will include</p> <ul style="list-style-type: none"> h) a 20-minute presentation by the candidate; i) dinner(s) and lunch with appropriate faculty and staff (NOTE: See also #30 below). The Screening Committee Chair selects one person to “host” each meal. The host makes reservations and pays for the meal for everyone, getting an itemized receipt for reimbursement purposes, noting who attended. Liquor cannot be reimbursed on state funds. The host submits the receipt for reimbursement to Administrative Services with filled Travel Memo. j) a tour of Middleton and/or Hill, as appropriate; k) a tour of Baton Rouge, if time allows. <p>The Screening Committee Chair arranges for the candidate’s transportation to and from the airport, as well as between the hotel and the library.</p>	
<p>22. When the schedule has been confirmed, the Screening Committee Chair reserves rooms for all group meetings.</p>	

<p>23. When the schedule has been confirmed and room numbers added, the Screening Committee Chair distributes a copy of it electronically to everyone on the schedule, including the candidate.</p>	
<p>24. The Screening Committee gives all the candidates a topic (or choice of two or three topics) on which to give 20-minute presentations. The Screening Committee should be sure that candidates know who the audience will be and should find out and arrange for any equipment or handouts needed for the presentation.</p>	
<p>25. The Screening Committee Chair announces interview dates and presentation times via the Libraries listserv, inviting all staff to attend.</p> <p>Boilerplate text is available on SharePoint at, https://libserv001/Packet/Templates and Examples/. The announcements should include brief professional information for each candidate.</p>	
<p>26. Before each interview, the Screening Committee makes copies of and distributes candidate evaluation forms via e-mail and hard copy for Libraries staff to fill out after meeting the candidate (the forms are located on SharePoint at, https://libserv001/Packet/Templates and Examples/).</p>	
<p>VI. On-site Interview(s)</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
<p>27. During interviews, all candidates should be asked the same basic questions. Therefore, before the interviews, the Screening Committee prepares a list of questions that it will ask each candidate. The Screening Committee</p>	

<p>Chair should remind other groups that meet with the candidate to prepare a list of questions that they will ask each candidate.</p>	
<p>28. On the day of the interview the Screening Committee Chair should remind the candidate to keep receipts for meals, parking, and other travel expenses, as well as the airline itinerary. The Screening Committee Chair collects all receipts from the candidate and sends them to Administrative Services with a request that the candidate be reimbursed.</p>	
<p>29. After each interview a member of the Screening Committee collects and tabulates information from evaluation forms.</p>	
<p>VII. Post Interview(s)</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
<p>30. Meal reimbursements:</p> <ul style="list-style-type: none"> a) one cannot be reimbursed without an itemized receipt. These receipts need to be submitted to the Administrative Services Coordinator within 3 business days of the candidate's meal. b) refer to PS-11 for the current per person reimbursement rates for meals including tips <p>32. Unless there is clear agreement among the Screening Committee and the administration that a candidate is not viable, a meeting of the Library Faculty is called, in order to make an advisory vote to the Dean. The meeting should be scheduled when the Dean, Assistant/Associate Dean, and department/unit head can be present. The Screening Committee Chair:</p> <ul style="list-style-type: none"> a) notifies the Personnel Coordinator which candidates will be brought forward so ballots can be prepared; b) reserves a room (generally 241A) for the meeting; and 	<p>31. Prior to the faculty meeting the Personnel Coordinator prepares ballots for each candidate and a roster of the Eligible Voting Library Faculty.</p>

<p>c) sends out a meeting announcement via Libfac-L at least 48 hours prior to scheduled meeting to Eligible Voting Library Faculty (boilerplate text is available on SharePoint at, https://libserv001/Package/Templates_and_Examples/ and advises absentee voters to see the Personnel Coordinator for ballots.</p>	
<p>33. The Screening Committee Chair brings the ballot box and ballots, including absentee ballots, and the roster of the eligible voting library faculty to the meeting.</p>	
<p>34. Prior to this meeting, the Screening Committee prepares</p> <ul style="list-style-type: none"> a) a summary of the pool, including the number of applications received and how many were A, B, and C. b) a summary of the process, including how many phone and on-site interviews were conducted. c) for each candidate, a summary of the candidate's education, experience, and comments from references. d) for each candidate, a summary of the evaluations received from staff and faculty, including tabulations and comments. 	
<p>35. At the meeting, the Screening Committee presents this information and then opens the floor to comments from those who participated in the interview process. Screening Committee members take notes during the discussion.</p>	
<p>36. After discussion, a vote is taken. Ballots are tallied and given to the Dean who announces the result.</p>	
<p>37. Following the meeting, the Screening Committee Chair prepares and submits a final report of the search to the Dean. The report includes</p> <ul style="list-style-type: none"> a) a summary of the pool, including the number of applications received, the number of C candidates, a 	

<p>brief justification for excluding B and A candidates who are not interviewed, and the action taken in regard to each; b) for each candidate, a summary of the discussion and the tally of votes.</p>	
<p>38. The Dean makes final selection of a candidate.</p>	
<p>VIII. The Job Offer</p>	
<p>39. If the job is to be offered, the Dean or person designated by the Dean calls candidate to discuss a possible job offer and to determine if the candidate is interested in the position. This is not an official job offer, because an official job offer can only be made after a background check has been conducted and all university approvals have been obtained.</p>	
<p>40. The Dean or Dean's representative informs the Screening Committee Chair, the appropriate Assistant/Associate Dean, the department head/supervisor, and the Personnel Coordinator of the candidate's response to the tentative verbal offer.</p>	
<p>Screening Committee Duties</p>	<p>Administrative Staff Duties</p>
	<p>41. If the response is affirmative, the Personnel Coordinator communicates with the candidate to obtain the projected start date;</p>
	<p>42. When the appointment is official, the Personnel Coordinator a) notifies all other applicants that the position has been filled; b) Notifies the respective supervisor who sends out a message to the library listserv announcing the new employee's name, position, and start date.</p>
<p>43. The Dean discharges the Screening Committee when the appointment is official.</p>	