

## SEARCH AND SCREEN AND HIRING PROCEDURES

Divisional search and screen committees (as described in the VCAA's memo dated September 8, 1994) will design and recommend positions for the division. In addition, divisional search and screen committees will meet with the chair and a representative from the office of the VCAA to determine the salary range for the new position. The salary range must take into account the academic rank of the position, the current median salary for other faculty in the division and across divisions at the same academic rank and any local or national market factors that are appropriate. The range will be determined and recorded as part of the official search and screen process. The Divisional Staffing Committees have the opportunity to make recommendations in the wording of the job advertisement. At the time of offer, the search and screen committee will have the opportunity to recommend a salary to the Vice Chancellor and/or Division Chair based on the candidate's experience. The Vice Chancellor (or his/her designee, e.g. Division Chair) will be responsible for making the offer. At the time of hiring, job descriptions may not be changed from the original job description proposed by the Division unless the Division agrees and the final salary may not differ from the predetermined range by more than 5% unless the division and the search and screen committees are notified and have an opportunity for input.

Passed by IUE Faculty Senate April 1, 1997

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