

## APPENDICES

Links to form samples are below. Samples of forms appear on the following pages.

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<b>APPENDIX B</b>	<a href="#"><u>Affirmative Action Recruitment Plan</u></a>
<b>APPENDIX C</b>	<a href="#"><u>Notice of Vacancy Template</u></a>
<b>APPENDIX D</b>	<a href="#"><u>Applicant Screening Criteria Form</u></a>
<b>APPENDIX E</b>	<a href="#"><u>Applicant Flow Analysis</u></a>
<b>APPENDIX F</b>	<a href="#"><u>Memo of Strengths and Weaknesses</u></a>
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**Saint Cloud State University**  
**Request to Hire, Faculty Position # \_\_\_\_\_**

Department \_\_\_\_\_ College \_\_\_\_\_ Date \_\_\_\_\_

Position requested \_\_\_\_\_

Probationary \_\_\_\_\_ or FTNP \_\_\_\_\_ Proposed Rank \_\_\_\_\_

Temporary \_\_\_\_\_ or Permanent \_\_\_\_\_ Replacement for: \_\_\_\_\_

Term Start Date (beginning & end dates for FTNP) \_\_\_\_\_

Quantitative data justification (per Academic Data Book):

	FY 05	FY 06	FY 07
Dept's Student Credit Hrs			
Credit Hrs/ FTE faculty			
FYE Student/ FTE faculty ratio			

Qualitative justification:

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Dept rationale (e.g., external review or accreditor recommendation):  
Please provide narrative

Dean's rationale:

Dean's Approval and date \_\_\_\_\_

Provost's Approval and date \_\_\_\_\_

## St. Cloud State University Request to Hire Approval Form

Date \_\_\_\_\_ Job Title \_\_\_\_\_

College/Hiring Unit \_\_\_\_\_ Department \_\_\_\_\_

Our department would like to request:

☐ Classified (i.e. AFSCME, MAPE, MMA)

☐ MSUAASF

☐ MnSCU Administrator

☐ Emergency /Temporary/Fixed Term

\_\_\_\_\_ for permanent employee on leave

\_\_\_\_\_ for additional help

\_\_\_\_\_ to replace existing employee due to  
transfer, bid, or resignation

Is the position description current?

(within 3 years) \_\_\_\_\_

\_\_\_\_\_ Proposed dates  
beginning & end dates of employment \*

☐ New position

-include Position Description, Position Analysis  
Questionnaire (MSUAASF & Administrator),  
and Organizational Chart

☐ Permanent/Probationary

Name of employee that vacated the position \_\_\_\_\_

☐ employee transferred to another dept. ☐ employee left SCSU employment

☐ other \_\_\_\_\_

Position Number \_\_\_\_\_ Account Number to be charged \_\_\_\_\_

Comments:

### Approvals:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Hiring Unit Signature

\_\_\_\_\_  
Date

**Return to Human Resources (AS204) when all appropriate signatures above have been received.**

HR/Budget Comments:

\_\_\_\_\_  
HR Director  
(UnClassified)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Asst. HR Director  
(Classified)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Officer

\_\_\_\_\_  
Date

\* If requesting a temporary/fixed term appointment extending beyond 12 months, please explain reason in the top comment box.

Cc: Immediate Supervisor - If a Search Committee requires or would like to request representation from  
MSUAASF, AFSCME, MAPE or MMA, contact the Administrative Affairs office.

Cc: -Renee Dingmann -Cathy Meyer -Sue Lindquist -Donna Croatt

**ST. CLOUD STATE UNIVERSITY  
AFFIRMATIVE ACTION RECRUITMENT PLAN  
- FACULTY SEARCHES -**

College/Unit: \_\_\_\_\_ Position #: \_\_\_\_\_  
Dept/Program: \_\_\_\_\_

Position available: \_\_\_\_\_ Rank: \_\_\_\_\_

Type of Position: \_\_\_\_\_ Fixed Term \_\_\_\_\_ Probationary/Tenure-Track

Incumbent (If new, indicate "new"): \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Chair Email: \_\_\_\_\_

Chair Phone: 308- \_\_\_\_\_

Committee Members: \_\_\_\_\_

**Recruitment Strategies:**

The Office of Affirmative Action posts all NOV/ads on the –

- SCSU and MnSCU Employment Opportunities websites - MinnesotaDiversity.com website\*
- HigherEdJobs.com website\* - InsideHigherEd.com website
- National Minority Faculty ID Program website\* - TAN/Minority Faculty Appl. Database\*

\*Contact the OAA (308-5123) to receive instructions to search the candidate database at this website and for assistance with other recruitment strategies.

(1) Organizational Advertising (no cost or cost assumed and ads placed by the department):

(2) Paid Advertising - Academic Affairs will assume responsibility for **one** paid advertisement; all advertisements must be approved by the Office of Affirmative Action. (Note: All advertisements paid for by Academic Affairs must be placed by the Office of Affirmative Action)

(3) Other affirmative action efforts implemented by department

(4) Department sends 27 copies of the printed Notice of Vacancy to the OAA (AS208) for campus posting.

Present department/unit composition (in full-time FTE):

\_\_\_\_\_ Males \_\_\_\_\_ Females \_\_\_\_\_ Minorities

Proposed Affirmative Action GOAL for this Vacancy:

Proposed timeline for Search (fill in date for each step):

- 1) Applications closed \_\_\_\_\_
- 2) Finalists selected \_\_\_\_\_
- 3) Interviews completed \_\_\_\_\_
- 4) Recommendation for hire \_\_\_\_\_

Approvals:

\_\_\_\_\_  
Chair Date Dean Date

\_\_\_\_\_  
Affirmative Action Officer Date

(Submit signed form to the Affirmative Action Office. Copies of the approved form will be returned to the department/unit and dean.)



## NOTICE OF VACANCY

Position  
available:

Salary:

Date of  
appointment:

Responsibilities:

For Faculty PROBATIONARY/TENURE-TRACK SEARCHES ONLY, please include the following near the end of the "Responsibilities" section:

In order to be considered for tenure, the successful candidate will demonstrate the ability to: 1) teach and/or perform assignment effectively; 2) conduct scholarly achievement or research; 3) continue preparation and study in discipline; 4) contribute to student growth and development; and 5) provide service to the university and community.

Qualifications  
and experience:

Required:

- 
- 
- 

Preferred:

- 
- 

- Demonstrated ability to teach and work with persons from culturally diverse backgrounds.

Apply to:

Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 St. Cloud State University  
 720 Fourth Avenue South  
 St. Cloud MN 56301-4498  
 Phone (320) \_\_\_\_\_; Fax (320) \_\_\_\_\_  
 Email: \_\_\_\_\_

Application  
information and  
deadline:

SCSU is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT, persons with disabilities. SCSU is a member of Minnesota State Colleges and Universities System.

**Department of Accounting Probationary Faculty Search**  
**- S A M P L E -**  
**Applicant Screening Criteria Form**  
 Search Year \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ EVALUATOR \_\_\_\_\_

**Part I. BASIC QUALIFICATIONS**

- |  |     |    |
|--|-----|----|
| 1. Applicant holds Ph.D. or D.B.A. (or is ABD with defended proposal and significant progress towards completion) with accounting concentration from an AACSB International accredited school or LLM.  | Yes | No |
| 2. File of application materials is complete.  | Yes | No |
| <div style="margin-left: 20px;">           _____ Resume/Vita<br/>           _____ Three recent letters of reference<br/>           _____ Undergraduate and graduate transcripts<br/>           (photocopies acceptable for initial screening)         </div> |     |    |

**Part II. EXPERIENCE AND DEMONSTRATED ABILITIES TO FULFILL POSITION'S RESPONSIBILITIES**

Item	Evidence Weak Lacking	Below Avg.	Avg.	Very Good	Excel- lent	Comments (Place additional comments on back of page.)
1. Demonstrated teaching interest and ability in accounting area specified in Notice of Vacancy						
2. Teaching Effectiveness Some possible sources of evidence: • reference letter(s) includes mention of effective teaching • student teaching evaluations referenced or provided • teaching award(s)						
3. Scholarship Some possible sources of evidence: • publication(s) in peer reviewed journals within last five years • presentations at professional meetings within last five years • work in progress • degree within last three years with demonstrated potential for scholarly publications						
4. Ability to teach and work effectively with students, colleagues, and others in university and business community						
5. Willingness to contribute to student growth and development						
6. Demonstrated ability to teach and work with persons from culturally diverse backgrounds						
7. Executive level accounting experience						

**Part III. GENERAL ASSESSMENT**  
(circle one)Should be  
Considered FurtherShould Not be  
Considered FurtherNeutral/  
Not Sure

## APPLICANT FLOW ANALYSIS

- FACULTY SEARCHES -

POSITION # \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Department/Hiring Unit \_\_\_\_\_

Search Chair \_\_\_\_\_

Position \_\_\_\_\_

Application Deadline \_\_\_\_\_

	A	B*	C*	D	E	F	G	H	I	J
	NAME	Gender M/F	Ethnic Code	Date Sent Supplemental Data form	Date Received Application	Complete File Y/N	Telephone Interview Y/N	Campus Interview Y/N	Non- Select Code**	Notes/Comments
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

**NOTES:**

- This form is to be filled out by the Chair of the search committee.

- This form must include all applicants for the position. Attach additional pages if necessary.

\* **Columns B & C are filled out by the Affirmative Action Office.**\*\* Non-Select Code: See key on reverse side of this form; reason should be objective and based on criteria in position description.**\*\*KEY/REASON FOR NON-SELECTION CODE – FACULTY SEARCHES**Candidate's Choice

- A - 1 Applicant withdrew from search.  
 A - 2 Did not complete application process.  
 A - 3 See explanation attached.

Degree

- B - 1 Did not possess a terminal degree.  
 B - 2 Degree in a field not compatible with the needs  
 of the department.  
 B - 3 See explanation attached.

Teaching/Seminar

- C - 1 Area of specialization of interest does not fit with  
 the needs of the department.  
 C - 2 Area of secondary competence not compatible with  
 the needs of the department as advertised.  
 C - 3 Insufficient teaching experience.  
 C - 4 Did not have sufficient technical competence in the  
 primary area.  
 C - 5 Seminar/lecture failed to demonstrate scholarly substance.  
 C - 6 See explanation attached.

Research, Scholarship and Publications

- D - 1 Insufficient publication (or composition or exhibition) record.  
 D - 2 Creative artwork (or musical composition) judged inadequate  
 by the research committee on the basis of submitted slides.  
 D - 3 Research/publications not related to position as advertised.  
 D - 4 Research does not support teaching assignment.  
 D - 5 See explanation attached.

Miscellaneous

- E - 1 Did not meet minimum qualifications in  
 one or more areas (specify).  
 E - 2 Candidate did not possess the degree(s) specified  
 in the job qualifications.  
 E - 3 Candidate's experience was outside the primary  
 responsibilities of the position as advertised.  
 E - 4 Candidate not interested in the teaching component of  
 the position.  
 E - 5 Candidate well qualified for the position and would be  
 considered for the position if the first choice declined.  
 E - 6 Candidate did not have a demonstrated record of  
 obtaining external funding. (Use only when the  
 person selected had such a record and when it is  
 specifically mentioned as a job responsibility.)  
 E - 7 See explanation attached.  
 E - 8 Offered the position but declined.  
 E - 9 Candidate requires a higher salary than authorized.

Service

- F - 1 Candidate's contributions in the service area were  
 insufficient. (Includes lack of participation in state  
 or national organizations as well as a lack of  
 participation in department or university  
 committees.)  
 F - 2 See explanation attached.



## Memo of Strengths and Weaknesses

To: Dean & Director of Affirmative Action

From: Search Committee Chair

Date:

Re: Name position Search – memo of strengths/weaknesses

The search committee for the xxxxxxxxxxxx position in the Department of xxxxxxxxxxxxxxxxx has reviewed the applications for this search. The list below identifies the three candidates the committee has identified as Best Qualified "A-List" candidates for on-campus interview and the top Well Qualified candidates "B-List" (listed alphabetically).

**Best Qualified "A-List":****Name of Candidate #1**

Strengths:

- 
- 
- 
- 

Weaknesses

- 
- 

**Name of Candidate #2**

Strengths:

- 
- 
- 
- 

Weaknesses

- 
- 

**Name of Candidate #3**

Strengths:

- 
- 
- 

Weaknesses

- 
- 

**Well-Qualified "B-List":****Name of Candidate #1**

Strengths:

- 
- 
- 
- 

Weaknesses

- 
-



# SEARCH CHECKLIST

Search Closed \_\_\_\_\_

Position \_\_\_\_\_

Position # \_\_\_\_\_ AY \_\_\_\_\_ Replacing \_\_\_\_\_

Department \_\_\_\_\_

College/Unit \_\_\_\_\_ Position Closing Date \_\_\_\_\_

IFO -- Prob	<input type="checkbox"/>	Fixed-term	<input type="checkbox"/>	Contact person(s)	_____	X
MSUAASF -- Prob.	<input type="checkbox"/>	Fixed-term	<input type="checkbox"/>			X
MnSCU Administrator	<input type="checkbox"/>			Search Committee demographic make-up		
Request to Hire Auth. Received				Met w/Search Chair		
Search Packet Sent				Screening/Evaluation Form Approved		
AA Recruit Plan Rec'd/Approved				Phone Interview Questions Approved		
				Campus Interview Questions Approved		
Position Description checked Y/N			(Administrative searches only)			
NOV/Ad Approved				Applicant Flow Analysis Approved with		
Memo/MnSCU link to Search Chair				Memo of Strengths & Weaknesses		
NOV's distributed on campus						
NOV placed SCSU site	<input type="checkbox"/>	HEJ	<input type="checkbox"/>	<b>HIRED/DATE</b>		
MnSCU	<input type="checkbox"/>	MnDiv.com	<input type="checkbox"/>	<b>GENDER</b>		
<u>Paid Ad/Posting:</u>		NMF	<input type="checkbox"/>	<b>ETHNICITY CODE</b>		
Publication & Edition/Website				<b>HIRE AD SOURCE</b>		

## SUPPLEMENTAL PERSONNEL DATA INFORMATION

		Total - Self Identified
<b>FEMALES</b>		
Unknown		
Black		
Asian		
White		
Hispanic		
American Indian		
<b>MALES</b>		
Unknown		
Black		
Asian		
White		
Hispanic		
American Indian		

Total Applicants

Unknown Gender

### Where was vacancy learned about:

Advertising: \_\_\_\_\_

Notice of Vacancy: \_\_\_\_\_

Invited to apply: \_\_\_\_\_

Internet/WWW: \_\_\_\_\_

Word of Mouth: Campus Employee: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_

## St. Cloud State University Employee Request for ADA Reasonable Accommodation

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

This information will be used by Human Resources and any other person who is authorized by my employer to handle medical information for ADA purposes and, any information concerning my physical or mental condition, that is necessary to determine whether I have a disability as defined by the American with Disabilities Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, your employer may refuse to provide reasonable accommodation.

1. Please describe the nature of your limitations, what life activity(s) it substantially limits, and how this life activity is substantially limited.

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2. How does it affect your ability to perform your job?

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3. Type of accommodation you are requesting:

☐ Making facilities readily accessible ☐ Modification of equipment or devices  
☐ Job restructuring ☐ Qualified reader or interpreter  
☐ Part time or modified work schedule ☐ Acquisition of equipment or devices  
☐ Modification to a rule, policy or practice ☐ Other: \_\_\_\_\_

Please describe in detail the accommodation you are requesting:

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4. How will the requested accommodation be effective in allowing you to perform the essential functions of your job?

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5. Additional comments:

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\_\_\_\_\_  
Signature of Employee Date