

Standard Forms for BGSU Faculty Recruitment

[Faculty Position Authorization Form](#)

The Faculty Position Authorization form must match conditions stipulated for the position in the College Recruitment Plan approved by the Provost. The Academic Unit Chair submits the form to the College Dean and then to the OED Director for approval in order to initiate the formal search process.

[Faculty Position Recruitment Plan Checklist](#)

The Faculty Position Recruitment Plan Checklist provides suggestions for effectively distributing the position announcement and soliciting nominations. Decisions on the appropriate sources for announcing the position are left to the discretion of the academic units following consultation with OED. At least one national *print* source must be used for full-time, tenure-track or tenured positions. Please refer to the list of *Local, Regional, and National Advertising Sources for Faculty Searches* for general print and web outlets and publications reaching diverse populations. Attach the proposed Recruitment Plan to the Position Authorization form to initiate the search, and submit the actual plan used with the Applicant Data/Request to Interview form when finalists are selected.

[Equal Employment Opportunity Data Form](#)

The EEO Data form is mailed to each Applicant with a letter acknowledging receipt of credentials. EEO definitions must be printed on the back of the Data form for easy reference by the applicant. Information provided by the applicant will assist the University, as an Equal Opportunity/Affirmative Action employer, to comply with federal and state regulations. Applicant response is strictly voluntary and will be used only for statistical reporting and Federal Equal Employment requirements. The form and accompanying EEO definitions are sent in conjunction with the Referral Source form (see below for explanation). A postage-paid, return envelope is included with the materials sent to the Applicant. All responses are to be kept confidential.

[Referral Source Form](#)

The Referral Source form, sent to each Applicant with EEO Data form and a letter acknowledging receipt of credentials, is used to assess the effectiveness of our current recruiting efforts. Applicants are asked to identify how they found out about this position. A postage-paid return envelope is included with the materials sent to the Applicant.

[Applicant Data/Request to Interview Form](#)

The Academic Unit Chair/Director submits the Applicant Data Request to Interview form with the Search Committee's recommendations to the Dean. The Dean reviews the credential files of the finalists and the Applicant Flow Notice report to ensure that the proposed interview list reflects the diversity of the pool. Dean may request additional information from committee. Upon the Dean's approval, the request is forwarded to OED for approval to interview finalists.

[Faculty Appointment Activity Record](#)

Following the Dean's hiring decision, the Faculty Appointment Activity Record is submitted to OED for final approval. If original choice declines offer and an offer is extended to a different finalist, a second Appointment Activity Record form must be submitted to the Dean and OED.

[Declaration Form \(DMA\)](#)

Senate Bill 9, which included the provision for the Declaration Regarding Material Assistance/Nonassistance of a Terrorist Organization, was signed into law on January 11, 2006 by Governor Taft and became effective on April 14, 2006. This change in the law directly impacted BGSU's hiring and business practices. In accordance with the Ohio Revised Code section 2909.34, we have amended our hiring practices and procedures to incorporate this provision of Senate Bill 9. All new employees, are required to complete and submit to the hiring unit, a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form before any offer of employment may be extended. The search committee Chair **must** provide to all final candidates the DMA and Terrorist Exclusion List (TEL) forms **at the time** finalists receive written notification or the itinerary of their on-campus interview. Any applicants under final consideration for employment by BGSU **must complete and submit** the DMA to the hiring unit prior to the conclusion of their on-campus interview.

[Terrorist Exclusion List \(TEL\)](#)

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Under the regulations of the Immigration Reform and Control Act of 1986, BGSU must verify the identity and employability of a candidate prior to employment.