

Search Committee Guidelines

Advertisement and Initial Review

- Department and/or Division Chair selects Search Committee
- Search Committee, Department Chair, Division Chair, and Provost collaborate on writing position description.
- HR advertises position .
- Search Committee takes Recruitment Training through HR.
- Search Committee Chair creates a review template to assist with the review of applications that aligns with the position description.
- HR provides Search Committee with access to applications.
- Search Committee reviews applications and determines list for phone/Zoom interviews.

Round One Interviews – Phone/Zoom

- Search Committee Chair schedules phone/Zoom interviews with first round of candidates.
- HR Office approves of interview questions prior to phone/Zoom interviews.
- Search Committee conducts phone/Zoom interviews and determines potential finalists for campus interviews.

Round Two Interviews – On-Campus

- Search Committee seeks approval from Provost to invite potential finalists for campus interviews.
- Search Committee requests permission from potential finalists to contact references.
- Search Committee contacts references prior to extending invitations for in-person interviews.
- Search Committee Chair invites two candidates for in-person interviews (phone call with a follow-up email).
- Search Committee Chair works with the finalists to identify specific dates for in-person interviews (and informs Molly).
- Search Committee Chair creates an interview schedule for each candidate (see examples below).
- Search Committee Chair emails campus with schedule and “save-the-date” notification.
- HR Office approves of interview questions prior to campus interviews.
- Finalists make their own travel arrangements (flights or rental/mileage) and inform Molly of the details.
- Molly makes hotel arrangements for up to two nights and informs candidates of the details (or, if it's easier for the finalist, the finalist will make the hotel reservations and inform Molly).
- Search Committee Chair makes lunch and dinner arrangements for each finalist. Arrangements could include meetings with committee members and/or students.
- Search Committee Chair sends agenda and other materials (e.g., CBA, Unit Standards, temporary parking pass, etc.) to each finalist.

- Search Committee Chair submits meal receipts to Molly. Receipts must include a list of all attendees at each meal.
- Finalists submit all travel (flights or rental/mileage) and food (up to two days) receipts to Molly via email or hard copy. Meals can be reimbursed by receipt (minus alcohol) or by the per diem rate. Search Committee Chair (or Molly) should provide finalists with a Travel Expense Report Form to file with Mary.

Selection Process

- After the in-person interviews, the Search Committee Chair provides recommendations for hire to Provost's Office.
- HR and Provost's Office work with the finalist to negotiate the contract.
- Provost's Office informs the Division Chair and the Search Committee Chair of the final decision.
- Search Committee Chair informs HR of reasons for non-selection of each applicant that was not selected.
- Search Committee Chair submits all written documents, notes, etc., to HR about each candidate.
- Search Committee Chair informs finalists (typically by phone) that they were not selected. Search Committee Chair informs phone/Zoom interviewees that they were not selected (typically by email). HR Office informs all other applicants that they were not selected.

Suggested In-Person Interview Meetings

**Order will be determined by individuals' schedules.*

**Some of these meetings may not apply to specific searches.*

- 30 minutes with the Provost
 - 30 minutes with the Division Chair
 - 30 minutes with the Faculty Association President
 - 30 minutes with HR
 - 30 minutes with students
 - 30 minutes with the Search Committee
 - Campus Tour
 - Teaching demonstration
 - Scholarship presentation
 - A couple of 15-minute breaks
 - Lunch with Search Committee members, Division Chair, and/or other colleagues
 - Dinner with Search Committee members, Division Chair, and/or other colleagues (dinner can be the evening before the interview or the evening of the interview)
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As we wrap up each search, please follow these notification procedures:

- **Finalists** - Search Committee Chairs should call those candidates who came to campus but were not hired. Please notify them that we have selected a different candidate.
 - **Phone Interviews** - Search Committee Chairs should call or email those candidates whom we interviewed via phone or Zoom. Please notify them that we have selected a different candidate.
 - **Everyone Else** - The HR Office will email the applicants who did not receive any interview at all. Search Committee Chairs, please let the HR Office know which candidates she should contact.
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SAMPLE INTERVIEW SCHEDULE

Dr. Doe's Interview Schedule

- **Arrive in Dillon April 14**, check into hotel
- 5:30 dinner with committee
- **April 15**, 8 - 8:30, meeting with our Provost,
- 8:30 - 9, meeting with HR
- 9:00 - 9:30, meeting with our Division Chair,
- 9:30 - 10:00, meeting with Faculty Association (Dr. Shane Borrowman)
- 10:00 - 10:30, break and prep for research talk
- 10:30 - 11, in BH 311: Research Presentation for students and committee members
- 11:15 - 12:15, pizza lunch with students
- 12:15 - 12:30, break
- 12:30 - 1:30, campus tour with committee member
- 1:30 - 2:30, break and prep for teaching demo
- 2:30 - 3:00, in BH 311: Teaching Demo for an afternoon Ecology class (BIOE 370) that combines Michelle's and my students (committee members will also be in attendance). The Ecology class topic the day of your teaching demonstration will be population dynamics and life history. Please prepare your teaching demonstration to cover any aspect(s) of this topic you wish to cover.
- 3:00 - 3:30, meeting with committee



Candidate Name

Wednesday, February 15

7:45 Welcome to campus. [Park in Poindexter lot](#). Katrina greets and brings you to Main Hall 156. Prepare for Teaching Demonstration.

8:15 Teaching Demonstration EDU 201, Main Hall 156

17 students

Students will have been assigned pages 319-325 *Financing and Governing America's Schools*, in our textbook, *Teachers, Schools and Society, a Brief Introduction* (Sadker, Zittleman, Koch) 6th edition. Please work with students from this material, then let students on break until 9:30

9:15 Break

Katrina will bring you to Admissions in the Short Building

9:30 Tour of Campus with Admissions

Admissions will bring you to the Provost's Office

10:00 Meeting with Provost, Dr. Johnny Maclean

Randy Johnson will pick you up at the Provost's Office

10:30 Meeting with Dr. Randy Johnson, Director of Student Success

Randy Johnson will bring you to Shane's Office

11:00 Meeting with Dr. Shane Borrowman, President of Faculty Association

Laura Symmes will bring you to lunch

11:30 Lunch with Students, Heritage Room, Matthews Hall

Lemon Dill Chicken, Shrimp Scampi, Pasta or Rice, Asparagus, Smoked Pork Shoulder Slider, Soup & Salad

- Laura Symmes, Secondary English Education
- Claire Culbertson, Elementary Education
- Garret Yeager, Elementary Education, ASUMW President
- Riley Henderson, Elementary Education, Education Club President

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- Alexis Cannon, Elementary Education, Rural Fridays Student Liaison
- Aine Brady, Secondary English Education
- Draylen Sawyer, Secondary English Education
- Josiah Hull, Elementary Education
- Caden Fields, Elementary Education
- Lucas Nichols, Education Major
- John Gamble, K-12 Health and Human Performance
- Andrea Violette, English Major, Babble Society
- Kaitlyn White, Elementary Education

Josiah Hull will bring you back to Main Hall

12:00 Break

12:15 Interview with Search Committee, Main Hall 213

Katrina will bring you to Estee

1:00 Meeting with Division Chair, Dr. Estee Aiken, Main Hall 223

1:30 Break

Make your way back to the Short Building and to Human Resources

1:45 Lori Broksle, Human Resources, Short Administration Building

2:15 Dillon tour with realtor, Pam Neumeyer

Text Pam that you're on your way: 406-925-0292

Pam will be waiting in the Poindexter Lot in her Venture West pickup truck

3:00 break and prepare for research talk

In Main Hall, find your way to Room 306 – Katrina will be wrapping up class and glad to see you

3:30pm Research Talk in Main Hall 306

The English Language Learning of Female Rural Migrant Youth in Western China

My intention with this research is to facilitate understanding the root of the problem regarding English language learning opportunity inequality and challenges for rural migrant youth and assist in reformulating education policy in the context of rapid urbanization and globalization. What are the English language learning experiences of rural migrant girls in western China from their perspectives? For all the participants, their early English learning presents a bottleneck to further education, creates a consistent educational attainment and opportunity gap and affects their access to higher education and delimit employment opportunities. Their aspirations and agency are limited by weak English foundations. The stories of their English learning and struggling reflect unequal schooling access and severe lack of learning resources, such as textbooks, professional English teachers,

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interactive English curriculum, parental and community support compared with city students and unequal distribution of power, privileges and capital shaped by the residence control [hukou] system.

4:30 to hotel and relax

5:30 Dinner with committee and colleagues at The Den