

## FACULTY EMPLOYMENT CHECKLIST

**REMINDER:** All applicants for faculty requisitions are required to submit a Curriculum Vita (CV); which may be submitted directly to the employing department or via OMNI.

**REMINDER:** All faculty vacancies for an appointment of more than 0.50 FTE must be advertised on OMNI eRecruit. There are five exceptions:

- (1) Appointments at .50 FTE or less
- (2) “Visiting” appointments held for no more than one year
- (3) A “Research” appointment for a person whose name was written into the grant
- (4) McKnight Fellow recipients or Provost’s or Dean’s Minority Faculty Recruitment Program designees approved through the Office of the Provost and Executive Vice President for Academic Affairs
- (5) Waivers of Advertisement approved by Dean of the Faculties

***Those departments not directing job seekers to apply via OMNI must implement the following checklist upon receipt of a CV:***

- Stamp the date of receipt on the CV as documentation that it met the application deadline
- Copy the *Faculty Applicant EEO Survey* link from the Recruitment Section of Dean of Faculties’ (DOF) website
- Insert the survey link ([http://hraaps.fsu.edu/eo\\_form/](http://hraaps.fsu.edu/eo_form/)) into FSU’s solicitation for EEO data email
  - Enter **Position Number** and **Posting Date** for each faculty applicant and send

*In the event an applicant does not have an email account, please revert to the traditional method of soliciting EEO data (see “Applicant Information for Monitoring Affirmative Action” form)*

- Maintain all CV’s received in response to a faculty vacancy for 4 years
- Maintain evidence of FSU’s efforts to solicit Race, Ethnicity and Gender for a faculty vacancy for 4 years.
- (Via Email or the Applicant Information for Monitoring Affirmative Action Form)
- Maintain an applicant log (for 4 years) which tracks by position number, the applicant’s:
  - Name
  - Job Title
  - Academic Department
  - Whether EEO data was solicited and Method of Solicitation
  - Posting Date of the position
  - Disposition Reason (i.e., not interviewed, interviewed – but not selected, hired, withdrew from process)
 (see “Faculty Applicant Flow Log” Example)
- Maintain a list of the recruitment sources utilized for the vacancy announcement (journal, chronicles, magazines, etc)

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This checklist is to assist academic departments with meeting federally mandated obligations to solicit, collect and maintain data of applicants not required to apply via OMNI.

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