

Faculty Position Number:	Posting Date of Position:
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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 in OMNI eRecruit. There are five exceptions:

- (1) Appointments are at 0.50 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’ website
- Insert the survey link (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 (four) years
- Maintain evidence of FSU’s efforts to solicit Race, Ethnicity and Gender for a faculty vacancy for 4 (four) years
(Via Email or the Applicant Information for Monitoring Affirmative Action Form)
- Maintain an applicant log for 4 (four) 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 (e.g. 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)

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.

Please direct any questions to **Drew Meehan at 644.6876** or dmeehan@admin.fsu.edu

FACULTY APPLICANT FLOW LOG

Posting Date of Position: _____ Academic Department: _____

Job Title & Position Number: _____

	Faculty Applicant's Name	Disposition Code or Reason	EEO Data Solicited? Y/N	Method of soliciting EEO Data E=Email link F= Form (AA317 "Applicant Information for Monitoring Affirmative Action")
1	Jayne Johnson	3	Y	E
2	John Smith	2	Y	F
3				
4				
5				
6				
7				
8				
9				
10				

Faculty Disposition Codes:

- 1 – Qualified/Interviewed/Hired as Internal Candidate**
- 2 – Qualified/Interviewed/Hired as External Candidate**
- 3 – Qualified/Interviewed/Offer Extended and Declined**
- 4 – Qualified/Interviewed/Not selected**
- 5 – Minimally Qualified/Did Not Meet Preferred Qualifications
- 6 – Lacked Training, Experience and/or Certification as stipulated in vacancy announcement
- 7 – Candidate Withdrew Application**
- 8 – Not interviewed/Not Selected**

Pursuant to 41 CFR 60-1.12 – Record Retention. Any personnel or employment record made or kept by FSU shall be preserved for a period of not less than two (2) years from the date of the making of the record or the personnel action involved, whichever occurs later.