

Professional Meetings: Recruitment Tool or Intensive Screening Activity

When conducting faculty searches, professional meetings can be used in one of two ways, depending upon at what point in the search process the professional meeting occurs.

<p>What? <i>Recruitment Activity</i></p> <p>When? Prior to the screening begins or postmark deadline date (see Faculty Search Procedure Manual)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Under these circumstances, the professional meeting is used as a recruiting opportunity. Faculty present at the professional meeting distribute position descriptions, encouraging potential applicants to apply. It is also an opportune time to cultivate networks for future searches, making connections with others who may be interested in working at Georgia Southern at some point in the future.</p> </div> <p>Why? To share information about the position and to recruit applicants</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Information typically shared includes:</p> <ol style="list-style-type: none"> 1. the required and preferred qualifications of the position as described in the position description (ad) 2. the position's responsibilities 3. information about the program (e.g., planned changes, how the classes taught by this position fit within the program's curriculum, service delivery areas) 4. information about the department (e.g., how this position fits within the department, new directions of the department, future plans, new programs, program revisions, innovative teaching delivery methods, courses offered) 5. information about the college and University (e.g., mission, strategic plan, current initiatives, student body) 6. information about the community </div> <p>Who? A member of the search committee or of the department</p>	<p>What? <i>Intensive Screening Activity</i></p> <p>When? After the search chair has successfully cleared the screening review stage and received an email confirmation from the Provost Office (see Faculty Search Procedure Manual)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Under these circumstances, the search committee will have already screened the applicant pool down to a list of semi-finalists for whom telephone interviews and reference checks will be conducted. The professional meeting can be used in place of the candidate telephone interviews for those candidates in attendance at the meeting. For those semi-finalists not attending the meeting, regular candidate telephone interviews would be held.</p> </div> <p>Why? To conduct a more intensive screening of previously identified semi-finalists using questions developed for candidate telephone interviews (note: reference checks on each semi-finalist should have either already occurred or be in process)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Information typically asked includes:</p> <ol style="list-style-type: none"> 1. the candidate's qualifications for the position (e.g., academic degrees received; teaching, research, and service experience; technological literacy) 2. examples of the candidate's past performance which are relevant to the required and preferred qualifications (e.g., commitment to excellence in teaching, undergraduate research, ability to work in a diverse environment) 3. reason why the candidate is interested in the position 4. candidate's strengths and weaknesses 5. candidate's "fit" in a teacher-scholar community (e.g., examples of collegiality) [For additional information, see Framework for Assessing a Candidate's "Fit" with the University's Mission.] </div> <p>Who? Two or more members of the search committee</p>
---	--