# CLASSE Guidelines for Academic Searches

Academic positions will be advertised on Academic Jobs Online as well as any other places you request.

Included on our website (link here) are materials that will assist you in conducting an academic search (e.g., a list of questions you can and can’t ask during an interview, how to check references, interviewing tips, and a copy of the *Academic Search Summary* form)*.* **Please note those items highlighted on the *Academic Search Summary* form that you will need to track and submit to Monica once a candidate has been hired.** Also included on our website is a summary of CU benefits for academics (for your information, should you receive inquiries). If candidates have specific benefits or employment questions that you do not feel comfortable responding to, please refer them to Monica.

**All academic candidates must apply through Academic Jobs Online.** Paper applications will not be accepted. You will get a notification from Academic Jobs Online with access information once the position is posted. Katerina will also have access to applicant information.

Once you have determined which candidates you would like to interview, please contact Katerina for assistance scheduling these interviews.

Prior to extending an offer, you must contact Monica or B.J. to discuss the salary and other terms of the offer. Once approved, a verbal offer may be extended, but it must be followed up in writing. Monica will assist you with preparing the offer letter.

You will need to let Katerina know the names of all candidates who were interviewed so that she may prepare rejection letters for your signature. Katerina will also process the rejection letters to those candidates who were not interviewed (these do not require your signature).

When the search is closed, send the *Academic Search Summary* form to Monica. This includes documentation of why individuals were or were not interviewed and information gathered from reference checks. Monica will then process the respective appointment forms and file the search materials.

If at any time in this process you have questions or concerns, please do not hesitate to contact Monica.

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