**Faculty Searches**

**Questionnaire for Search Committee Chair**

**(For Set Up Options in Academic Jobs Online)**

**Search Committee Chairs:** Please complete all questions below and share, along with a Word doc copy of the provost-approved advertisement, with the staff member responsible for setting up your Job Search in Academic Jobs Online. This will assist staff setting up parameters of your search, depending on your preference.

**Creating New Job Post in Academic Jobs Online (Step 2 in the Training Manual for Staff)**

1. **List the full Position Title on Approved Job Ad** (*ex: Assistant Professor in Music*)**:**
2. **List Disciplines and Subject Areas:** The AJO system allows entering one or more subject areas related to the discipline(s) for your position. There is a drop-down box under each discipline with a fairly lengthy list of subject areas already in the system. You also have the ability to write in your own subject areas if they are not featured on the default list.

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| **Discipline** | **Subject Areas** |
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1. **(Optional) Deadline Date for Applications:­­­­­**
2. (If date above was provided):

* 1. **Do you wish to set a “hard deadline” on this date and not accept applications after?**

[ ]  YES [ ]  NO

* 1. **OR would you like to continue to receive applications even after the posted deadline date?**

[ ]  YES [ ]  NO

1. **List Required Materials (***as shown in examples below***):** \*Please note if not required\*
* *3 Reference Letters*
* *1 Cover Letter*
* *1 Curriculum Vitae*
* *1 Research Statement (not required)*

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| **#**  | **Document Type** | **Required (Yes or No)** |
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1. The system has the capability to request reference letters ASAP or you can choose to request only referee contact information upfront, with the intent to signal a request later in the search to have referees upload their letters of reference (*ex. for only semifinalists*):
	1. **Would you like the AJO System to send letter upload requests to referees immediately?**

[ ]  YES [ ]  NO

* 1. **OR Do you prefer to require only Reference Writer Contact Information early in the applicant process and then request letters be uploaded at a later date?**

[ ]  YES [ ]  NO

1. Applicants are likely applying to other institutions that may require reference letters; therefore, it is possible that your applicants may have reference letters in the system:

* 1. **If reference letters are available in the system already, would you like to access those that are uploaded early?**

[ ]  YES [ ]  NO

1. There is a text box to allow for 1 of 2 options regarding Research Interests:

**Please indicate your preference below:** [a or b]

1. The search committee can request from the applicant a list of their personal research interests OR
2. The search committee can list what research interests are required or preferred for the position

 [ ]  A [ ]  B

 If B, please provide list of preferred research interests:

1. (Optional) List a **webpage** you would like featured for this position in the application:­­­
2. (Optional) List the **Job Contact Name** if applicants have questions:
3. (Optional) List the **Job Contact Email** if a person is listed above:
4. Committee members have the option to write notes in the system and rate applicants. You have the option to allow committee members to see each other’s comments and ratings or this information can be made private. This function can also be reversed later in the process, if desired. Search Committee Chairs have the option to see all information.

**For the initial job setup, would you like the committee members’ ratings, comments, lists, etc. to be private?**

[ ]  YES [ ]  NO

1. **Would you like to create an overall or primary rating scale for each applicant?**

[ ]  YES [ ]  NO

If yes, list your score values (ex: 1-10, 1-5, etc). \*Note: system does not allow “0” as score value\*

Lowest: to Highest:

1. **Would you like to create additional rating scales for the applicant?**

[ ]  YES [ ]  NO

If **yes**, list the label of each additional scale and the associated score values

Examples:

Label: Teaching Score Value: (lowest 1 – highest 10)

Label: Research Score Value: (lowest 1 – highest 10)

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| **Label** | **Score Value**  |
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**Setting Faculty Access in Academic Jobs Online (Step 3 in the Training Manual for Staff)**

1. **List of email addresses for “Group Database Managers”:** Please list (one per line) full Lehigh email addresses of staff members that are involved in the coordination and logistics of this search (usually there is only one department coordinator responsible for the job position in AJO – known as the “Group Database Manager” in the system, but in some departments there may be 2).
2. **List of email addresses for faculty:** Please list (one per line) full Lehigh email addresses of the faculty members who are responsible for reviewing the applications (typically, this list is comprised of the search committee members). We will be copying and pasting the email addresses into the system to give security access in AJO for this search.

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