FACULTY RECRUITMENT

Search Documents Retention

Departments have the responsibility to retain documents used during the search process. Refer also to University Records –Retention and Disposition, BPPM 90.01

Searches Conducted Through OPDRS (WSU Jobs)

- Copy of all advertising including job postings on list-serves, mailings, print publications, and websites.
- Application materials not collected through OPDRS i.e., letters of recommendation, transcripts, teaching statements, samples of scholarly work, etc.
- Candidate evaluation tools such as candidate comparison sheets, ranking forms, matrixes etc. used to evaluate candidate strengths and weaknesses. (If not uploaded into OPDRS)
- All materials produced during the interview and reference check process including questions, candidate responses, reference check forms and responses, and candidate feedback forms and responses.
- Recommendations sent to the appointing authority. (If not uploaded into OPDRS)
- Copy of the final offer letter. (If not uploaded into OPDRS)

Searches Conducted Outside of OPDRS (WSU Jobs)

- List of search committee members and search support.
- Notice of Vacancy.
- Copy of all advertising including job postings on list-serves, mailings, print publications, and websites.
- All application materials submitted by individual candidates.
- Candidate evaluation tools such as candidate comparison sheets, ranking forms, matrixes etc. used to evaluate candidate strengths and weaknesses.
- All materials produced during the interview and reference check process including questions, candidate responses, reference check forms and responses, and candidate feedback forms and responses.
- Recommendations sent to the appointing authority.
- Reasons indicating why candidates were not selected for hire.
- Copy of the final offer letter