

7. HIRING DECISION

1. General Comments
2. Draft Letter Regarding Declaration on Terrorism
3. Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization
4. US Department of State Terrorist Exclusion List

HIRING DECISION

1. All complete applications received subsequent to the advertising of the position and by any announced closing date shall be reviewed by both the Search Committee and the Chair/Director, and the Search Committee shall recommend to the Department the individuals the Committee wishes to interview on campus. The Department and the Chair/Director shall reach agreement on which candidates to interview. Both the Affirmative Action Office and the Dean's Office need to authorize the interviews.
2. Interviews
3. The Collective Bargaining Agreement neither mandates nor prohibits the Search Committee from making its post-interviews hiring recommendations to the Department. If such a recommendation is made, it is advisory only.
4. The Department, with or without a recommendation from the Search Committee, shall evaluate all finalists.
5. The Department must determine, by majority vote, which of the finalists are "acceptable" or "viable" or, if need be, "unacceptable."
6. The Department makes its recommendation(s) to the Chair/Director. The Collective Bargaining Agreement neither mandates nor prohibits the Department from ranking the "acceptable" candidates. If such a ranking is made, it is advisory only.
7. The Department Chair/School Director makes his/her recommendation(s) to the Dean after receiving approval from the Affirmative Action Office. The Chair/Director has the prerogative not to recommend "acceptable" candidates as well as the prerogative not to follow a Department's preference ranking.
8. If not done previously, the Chair/Director forwards to the Dean the candidate's application for "start-up" costs; the award, if any, will be included in the Letter of Intent/Appointment.

IT IS AT THIS POINT -- AFTER STEPS 1 THROUGH 8 ARE COMPLETED -- THAT THE DEPARTMENT CHAIR / SCHOOL DIRECTOR CONTACTS THE SELECTED CANDIDATE.

9. The candidate is informed that the University wishes to make an offer but before any substantive discussion can take place and before a formal Letter of Intent / Offer of Employment can be sent, the candidate must complete the "Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization." The

Department Chair / School Director will then send the following three pieces of information to the individual:

9a: Draft Cover Letter

9b: The Declaration

9c: US Department of State Terrorist Exclusion List

10. When the duly completed Declaration is returned, the Letter of Intent/Appointment is drafted by the Department Chair-School Director, approved by the Dean (and the Dean will secure the approval of the Provost). The draft Letter of Intent must be sent to the Dean in electronic form. Once all approvals are secured, authorization will be given to the Chair-Director to mail the letter. Make absolutely certain that the date on the "Declaration" (9b above) **PRE-DATES** the date on the Letter of Intent.
11. The contract packet is subsequently sent to the Dean's Office.

MEMORANDUM

TO: (Candidate)

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FROM: (Department Chair / School Director)
College of Liberal Arts and Social Sciences
Cleveland State University

DATE:

SUBJECT: Information Required Before an Offer of Employment Can be Made

Please review the enclosed material, sign and date the form, and return directly to me at your earliest possible convenience.

Effective April 14, 2006, Ohio Senate Bill 9 requires a person under final consideration for public employment, including the position of a faculty member, to complete and sign the enclosed "Declaration Regarding Material Assistance – Nonassistance to a Terrorist Organization." Also enclosed is the current U.S. Department of State "Terrorist Exclusion List." Please sign, date and return to me as soon as possible: no formal offer of employment can be made until the form is received by the University.

Thank you for your attention. If you have any questions, please contact me:
(telephone number / email)

Encl.

Terrorist Forms Available from Human Resources Home Page:
<http://mysu.csuohio.edu/offices/hrd/forms.html#Contract>

DMA for Public Employment
(Source: U.S. Department of Homeland Security)

Terrorist Exclusion List