



**INTERVIEW AND SELECTION REQUIREMENTS
FOR LCES FACULTY POSITIONS
September, 1999**

A. Advertisement

1. Faculty positions will be advertised according to the minimum timeframes below.
 - a. 30 days minimum for field positions
 - b. 45 days minimum for specialist positions
 - c. 14 days minimum for internal advertisements
2. These are minimum periods only. The actual advertisement period will depend on recruiting mechanisms used. District agents and division leaders are encouraged to consider whether advertisement in newspapers and professional journals, at professional meetings, and at other locations such as specialized websites will be necessary to generate a satisfactory applicant pool.
3. A position vacancy announcement will be developed for each position.
4. Publication will be as follows.
 - a. copies distributed to Ag Center units via the HRM Announcements
 - b. copy posted on the Ag Center website
 - c. copy sent to Louisiana colleges and universities
 - d. copy sent to southern region colleges and universities for field positions (Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia)
 - e. copy sent to colleges and universities nationally for specialist positions
 - f. announcement in the LSU Today (when scheduling permits)
 - g. copy posted on other appropriate sites to reach under-represented groups and further meet diversity and affirmative action objectives of the Ag Center
 - h. announcement in newspapers, professional journals, etc., as recommended by the district agent/division leader (when scheduling permits)

*Note: In lieu of announcing a position, the Director may approve filling the position internally when justified circumstances exist and when it serves the best interest of the organization.

B. Basic Educational Requirements

1. Basic requirements are listed below. Applicants must meet at least one of these requirements. (Grade-point average (GPA) requirements are based on a four point scale.)
 - a. baccalaureate degree in appropriate subject-matter field with an overall GPA of at least 2.5 and a 3.0 for all graduate work attempted, or
 - b. A masters degree with an overall GPA of at least 3.0, or
 - c. A *current* GPA of at least 3.0 on at least 12 hours of graduate credit.
2. Specific qualification requirements will be developed at the time the position vacancy announcement is developed. District agents and parish chairs are urged to give careful thought to the qualifications recommended for a position. The Director has final approval on qualification requirements for any position.
 - a. Qualification requirements must not be so specific or stringent as to be unrealistic in terms of reflecting the anticipated applicant pool.
 - b. Qualification requirements may not be tailored to the background of one or two individuals in order to limit the applicant pool.
 - c. Qualification requirements should be flexible enough to cover diverse combinations of education and experience.
3. Having consistency in qualification requirements from parish to parish should be balanced with having specific qualification requirements which meet the unique needs of individual parishes.
 - a. The number of years experience and required degree (e.g., baccalaureate vs. masters) should generally be consistent between parishes for the same job title.
 - b. There may be differences in the degree disciplines and area of experience desired from parish to parish.
4. Diversity should be considered when formulating qualification requirements for individual positions.

C. Application Procedure

1. Applicants for positions must submit an Extension Faculty Employment Application form and the following supporting documents:
 - a. Transcripts from **all** colleges and universities attended reflecting **all** coursework attempted.
 1. For the purpose of the application process, transcripts need not be *official* copies, however, if the applicant is offered a position, *official* copies will be required.
 2. Transcripts must be in English or be accompanied by a notarized English translation.
 3. If transcripts are not provided within two weeks, the job offer can be withdrawn.

- b. Two letters of recommendation from former employers, supervisors, colleagues, or instructors. (These can be from the same persons identified as references in Section E of the application form.)
2. If the applicant meets general employment educational requirements and provides the supporting documents requested above, his/her application will be accepted and placed on file except as provided in #3 below.
3. The Director may eliminate applicants from consideration when the elimination is based on justified reasons such as consistently poor interviews, failure to report for scheduled interviews, previous dismissal for valid reasons, etc.
4. Placing the application on file does **not** make the individual an applicant for any individual vacancy. In order to be an applicant for a vacancy, the applicant:
 - a. Must qualify for that specific position **and**
 - b. Submit a **letter of application** (which includes a reference to the position number) by the deadline specified on the vacancy announcement.
5. An applicant who provides false or misleading information in his/her application materials or verbally may be eliminated from consideration, including withdrawal of job offers.
6. Position vacancy announcements can be accessed through the *Job Opportunities* section of the LSU Agricultural Center's website at <www.agctr.lsu.edu/wwwac/hrm/jobs.htm> which is updated weekly. The following mailing lists will also be maintained and individuals whose applications are complete and accepted may opt to be placed on the appropriate mailing list.
 - a. Agriculture. Most positions require a masters degree in this or a closely related field and professional extension, teaching or research experience.
 - b. Home Economics/Human Ecology/F&CS. Most positions require a masters degree in this or a closely related field and professional extension, teaching or research experience.
 - c. 4-H Youth Development. Requires a baccalaureate degree in a related field.
 - d. Other lists as appropriate.
7. Accepted applications will remain on file one year, after which the applicant will be given the option to update his/her application materials and keep his/her application on file for an additional year.
8. To apply for any specific position, an application which is no older than one year from the position's application deadline is required. This procedure helps to ensure that employment decisions are based on current information.
9. The LSU Agricultural Center reserves the right to require an updated application at any time.

D. Interviews

1. Interviews will be conducted using the official interview form.
2. Applications for positions will be received by the Human Resource Management (HRM) Office. The HRM Office will review the applications for basic employment eligibility and forward the applications to the appropriate unit head.
3. *Selection of Applicants for Interview.* Unit heads will review the applications and based on analysis of the applicant's education and experience *as related to the specific qualification requirements defined for the position*, will select a minimum of 3 applicants for interview. ***This analysis must be documented in detail in Section 1 of the interview form.***
 - a. The number of applicants interviewed should be set where there is a logical break in the ranking of applicants.
 - b. A minimum of three applicants must be given a face to face rigorous interview with the following exceptions:
 1. When there are fewer than 3 qualified applicants.
 2. If there are only two applicants who meet the "desired" qualification requirements.
 - c. Nothing in this document shall be construed to prohibit the interview of more than three applicants.
4. Interviews will be conducted using an interview team.
 - a. The district agent/division leader will be the lead interviewer and will be responsible for making the final recommendation to the appropriate associate director.
 - b. For field positions, the interview team will be as follows.
 1. The interview team will consist of the district agent and parish chair and a third person if necessary so that the team includes someone from the subject matter program area.
 2. It is recommended, but not required, that at least one co-worker be part of the team, provided they are not an applicant for the position.
 3. The district agent should consider including appropriate specialists on the team.
 4. Interested non-Ag Center personnel (e.g., members of advisory committees, clientele, etc.) may be invited to the oral presentation at the discretion of the district agent and parish chair but will not serve in an official capacity.
 5. Any individual participating in the interview process must have received a copy of the HRM Office's interview guidelines prior to participating in an interview.
 - c. For specialist positions, the interview team will be as follows.

1. The interview team will consist of the division leader and project leader.
 2. It is recommended, but not required, that the division leader select other specialists, agents, and faculty to be included on the team.
 3. Interested non-Ag Center personnel (e.g., members of advisory committees, clientele, etc. may be invited to the oral presentation at the discretion of the division leader but will not serve in an official capacity.
 4. The team will include administrators as their schedules permit.
 5. Any individual participating in the interview process must have received a copy of the HRM Office's interview guidelines prior to participating in an interview.
- d. It is not necessary for all members of the team to be present provided the individuals in b.1. and c.1. above are present.
5. The Interview Format.
- a. All interviews will be conducted using the LCES Faculty Interview Form.
 - b. Interviews may be conducted in two stages. It is recommended that there be a second interview before a final decision is made.
 - b. If an initial interview is used to narrow the field of applicants, it must consist of at least Sections 1 (Assessment of Education and Experience), 2 (Performance Questions), 3 (Technical Questions), 8 (Oral Communications Assessment), and 9 (Job Parameter and Background Questions) of the interview form.
 - c. Telephone interviews are allowed provided the above criteria are met.
 - d. Subject to the provisions of Section D.3.b. above, the entire interview form should be completed for a minimum of three applicants.

E. Selection

1. When the interviews have concluded, the district agent/division leader will rank the top candidates and provide a recommendation to the appropriate Associate Director.
 - a. This recommendation must be accompanied by the completed interview summary form and the summary and recommendations page for each applicant interviewed.
 - b. The district agent/division leader must include or provide separately the full interview form for all individuals interviewed.
 - c. If other staff members were involved in the interview process, the district agent/division leader should also indicate either verbally or in writing the recommendations of those staff members.

2. If the process has not resulted in identification of an applicant to whom the position should be offered, the district agent/division leader may recommend that the applicant pool be closed and additional applications be accepted, the position be readvertised, or the advertisement be closed.
3. The Associate Director will review the record and recommendations, follow up if necessary and, in conjunction with and approval from the Director, make the final decision.
4. No offer, either verbal or written, may be made or implied until the Associate Director has made his/her decision, nor should the top applicants be rejected until the position has actually been accepted.

F. Miscellaneous

1. *Interview Expenses.*
 - a. An applicant for a **field position** must make himself/herself available for interview at his/her own expense.
 - b. Since applicants for **specialist positions** are recruited from throughout the United States, the LCES will pay for expenses for the top applicants, not to exceed three and a maximum of \$1000 per applicant. The actual amount to be paid will be determined by the Director's office based on rates available for the location from which the applicant is traveling. Generally, expenses will not be paid for an out-of-state applicant who has been interviewed within the last two years. Reimbursement for expenses must be made in accordance with state travel regulations. If airfare is to be paid, a request to use the BTA account must be submitted.
 - c. The Director may make exceptions under valid circumstances.
2. Most applicants are ineligible for employment in their "home parish" until five or more years have passed since the date of graduation (baccalaureate degree). Home parish is defined as the parish in which the person was legally domiciled or actually resided or attended high school for the five-year period immediately prior to the date of graduation from high school.
3. For parish positions, employees are generally required to reside in the parish in which they work.
4. The Director may elect to exclude applicants from further consideration for employment for valid reasons such as consistently poor interviews, failure to report for scheduled interviews, or other reasons which make the applicant unsuitable for employment.

5. An applicant who requires a special application procedure or accommodation must submit a written request which must be received on or before the application deadline for the position he/she wishes to be considered for. The request may be attached to the application form or sent separately. Requests will be handled in accordance with applicable federal and state laws.
6. The Director may approve exceptions to this policy under justified circumstances when such exceptions would serve the best interest of the organization.

September, 1999