

II.A.

FACULTY RECRUITING

(Revised: November 1998; edited July 25, 2001; October 2008;
November 2012; January 2013; November 20, 2020; January 2024)

1. Requests for a new or replacement full-time faculty position normally originates with and are sent to the Director. Faculty position requests must include at least a brief preliminary description of the faculty position and proposed rank; type of appointment (e.g. temporary or tenure-track); a curricular need justification; and credit hour and teaching load justification. Normally the full position description is developed by the Department Chair in consultation with the discipline faculty, after a preliminary conversation with the Director.
2. If the Director concurs with the request, the Director shall seek authorization from the Provost for the faculty position.
3. After a faculty position has been authorized in writing by the Provost, the Department Chair shall appoint a faculty search committee.
4. Faculty search committees normally consist of five members. One member of the search committee may be from outside the search discipline.
5. The search committee has the following responsibilities:
 - a. If the position description and announcement have not already been fully developed, including fields of expertise, required and/or preferred credentials and experience, rank, type of appointment, any special duties required in the position, required application materials, and application deadline, the search committee should prepare them. The position description and announcement must be approved by the Director and the Provost before the position is advertised.
 - b. Determine where and how the position shall be advertised. The University automatically posts jobs on several job boards, including that of the *Chronicle of Higher Education*. Funds for any additional advertising must come from the department, or, by request, from the School.
 - c. Develop in writing the characteristics and criteria to be used in evaluating applicants for the position. These characteristics and criteria must be consistent with the job description and must be in place before applications are reviewed.
 - d. Committee members or Committee Chair meets with the Faculty Recruitment Coordinator to discuss hiring policies and procedures.
 - e. Develop a timetable for the screening process.

- f. Screen all applications. All applicants are notified by the Faculty Recruitment Coordinator through Workday if they are no longer under consideration. Notifications are processed at different times of the search depending on the search committee's request. The committee chair will work with the Faculty Recruitment Coordinator to determine if they will release applicants when finalists are selected or hold applicants in the pool until a finalist is selected.
 - g. Interview by telephone or video conference (or in person at a professional meeting) the final small group of applicants who appear to be best qualified. As part of the oral interview process, the committee shall determine if the applicant's oral proficiency in the language in which courses will be taught is appropriate to the appointment.
 - h. Once finalists are identified, the committee conducts reference checks for those candidates.
 - i. Recommend to the Dean which finalist applicant(s) should be invited for a campus interview. Normally the files of the top three candidates are forwarded to the Director along with that recommendation. The committee must receive approval from the Dean and the Provost to conduct more than 3 campus interviews.
 - j. Organize and conduct the campus interview. The campus interview should include opportunities for the applicant to meet with members of the faculty, students, and Director, and should also include an academic presentation by the applicant to a student and faculty audience. It is recommended that candidates receive a benefits packet and contact information to ask benefits questions.
 - k. Recommend to the Director which applicant should be offered the position.
 - l. Document the selection process in accordance with Academic Affairs guidelines to ensure compliance with applicable employment laws.
6. The Director, after consultation with the search committee and the Provost, extends a verbal offer to the applicant, followed by an email, and secures an agreement on the terms of the offer.
7. The Provost then sends a formal contract to the successful applicant, who must sign and return it.