

Full-time Faculty Search Guidelines

1. Based on a brief position description originating at the departmental level and forwarded through the appropriate college dean, the provost approves the position and notifies the dean. In turn, the dean will notify the department of the position's approval and instruct it to form a search committee.
2. With the approval of the dean, the department forms a search committee of usually 3-5 faculty members and elects a chair. The chair and the majority of the committee members should be tenured or tenure-track. For tenure-track searches, the search committee should normally have one member from outside the department. For instructional faculty searches, the search committee may also identify one faculty member from outside the department to serve on the committee.
3. The committee formulates a draft position description, advertisement and proposed placements as well as any other proposed recruitment strategies together with a timeline and forwards it to the dean for review and approval. (For reasons related to immigration regulations, at least one of the advertisements for tenure- line positions must be in a print medium.)
 - a. The department's recruitment strategies should include active steps to be taken to recruit a diverse pool of candidates.
4. The dean's office will work with the provost's office and human resources to post and approve the position in Workday.
5. Search committees should move as expeditiously as possible. To this end, search committees are strongly encouraged to use video- or tele-conferencing for initial screening interviews rather than relying on interviews of candidates who are able to attend a professional meeting.
 - a. If travel to screen prospects at professional meetings is proposed, the delay in initiating interviewing should be no more than a few weeks when compared to video or tele-conferencing.
 - b. The dean will normally approve reimbursement from the recruitment budget for no more than two search committee members.
6. After screening candidates, the search committee should submit a ranked list of no more than five finalists to the dean. Information about the diversity of the finalists should be provided to the extent it is known.
7. The dean will verify that the committee has checked references for all finalists. If the dean has approved the finalists' list, the search committee chair should communicate with all finalists to verify their continued interest in the position.
 - a. If there is a disagreement regarding the invited finalists, the dean and the search committee will meet to resolve the issue. If a resolution is not achieved, the matter should be referred to the provost.
8. Normally the top two candidates on the list will be invited to campus for interviews.
 - a. If a position is still unfilled because qualified candidates have declined our offer or finalists are not deemed qualified, the dean may authorize additional candidates be invited to campus for interviews.

9. On-campus interviews should ordinarily last about a day and a half. Searches for tenure-track positions must include opportunities for candidates to present on both teaching and scholarship. Searches for instructional faculty must include opportunities for candidates to present on teaching.
10. The scholarship and teaching presentations should be open to every faculty member in the department and all should be invited.
11. The recording of any part of an interview for a new hire – interviews, lectures, etc. – may only occur with the explicit consent of the job candidate.
 - a. Only members of the search committee can record search candidates and such recordings may only be shown to the other members of the search committee, the department, or any individuals who will be voting on the candidate's selection.
 - b. Recordings must be deleted or destroyed upon the completion of the job search.
12. Attendance by search committee members at search-related meals should be divided among the committee in a manner that is mindful of meal-related costs. Breakfasts and lunches may include groups up to six people. Dinners should involve no more than two people-preferably search committee members-besides the candidate.
13. The dean's assistant will work with the search committee chair to organize appropriate on-campus interview schedules, including interviews with students and administrators, as well as with relevant faculty members. The dean will interview every finalist. The provost will also interview all finalists for tenure-track positions.
14. The search committee should collect written comments from everyone (except the dean and the provost) who participate in the on-campus interview. As quickly as possible after the last candidate has been interviewed and the comments considered, the committee chair should provide a brief written report that notes i) which candidates are acceptable, ii) the strengths and weaknesses of each of the candidates, and iii) the committee's hiring recommendation.
 - a. All deliberations and recommendations of search committees should remain confidential throughout the search process.
15. The dean and provost discuss the search committee's recommendation and if they concur, on the terms to be offered.
16. The dean calls the candidate and offers the job and negotiates the terms within the parameters provided by the provost. Once the terms have been agreed to, the dean communicates to the provost and the formal letter of offer is prepared for signature.
17. At the conclusion of the search, the dean's office shall retain the following documents: the application of the person hired; the letter of appointment; the justification by the search committee for its recommendation. All other materials from the search shall be destroyed at the conclusion of the search.