II.A. **FACULTY RECRUITING**  

1. A request for a new or replacement full-time faculty position normally originates with discipline faculty and the Chair of the appropriate college department and are sent to the Dean. 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 at this stage of the process by the Department Chair in consultation with the discipline faculty, after a preliminary conversation with the Dean.

2. If the Dean concurs with the request, the Dean shall seek authorization from the Provost for the faculty position.

3. After a faculty position is 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, if desired.

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, application deadline, and search committee address, the search committee should prepare them. The position description and announcement must be approved by the Dean before the position is advertised.

   b. Determine where and how the position shall be advertised. Normally the position announcement should be sent to major universities, the appropriate disciplinary placement service, and/or the *Chronicle of Higher Education*. A copy of the position advertisement should be sent to the University EEO/AA officer for further posting as that office may determine is necessary.

   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. Develop a time-table for the screening process.
e. Screen all applications and notify those who are no longer under consideration.

f. Interview by telephone (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.

g. Validate credentials of candidates including verifying previous experience and securing official transcripts.

h. 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 Dean along with that recommendation. If none of the “top three” is minority or female, the file of the top candidate in that category should be so identified and forwarded to the Dean, along with the “top three” files.

i. Organize and conduct the campus interview. The campus interview should include opportunity for the applicant to meet with members of the faculty, students, Provost, and Dean, and should also include an academic presentation by the applicant to a student and faculty audience.

j. Recommend to the Dean which applicant should be offered the position.

k. Document the search properly in accordance with AA/EEOC employment guidelines on forms provided by the Dean's office.

6. The Dean, after consultation with the search committee and the Provost, extends the formal verbal offer to the applicant, followed by a letter, and secures a verbal agreement.

7. The Provost then sends a formal contract to the successful applicant, who must sign and return it.

Note: Information on EEO/AA policies may be obtained from the university EEO/AA officer and is available also in the Dean’s Office. Normally the EEO/AA officer is invited to the first search committee meeting to discuss procedures.