

# **Search Procedures for Faculty Positions**

## **Establishing that a position is available**

A full-time faculty position becomes available at Marywood in two ways.

**A new position** may be requested by an academic department. The appropriate chairperson submits in writing a request for such an opening to the appropriate dean with relevant data and an explanation of the need. This must be done in the fall previous to the position's being filled.

With the request there should be serious consideration of the type of faculty position being requested. In departments with a high percentage of tenured faculty, alternative types of appointments must be investigated. Although the University is committed to having a core of tenured faculty in each department, 100% tenured faculty is not desirable.

These same procedures apply to the Library and the School of Social Work, although the respective directors are the initiating administrators.

When a full-time faculty member resigns or is not re-appointed, a department may not assume that the position will automatically be filled. Permission to replace a full-time faculty member must be requested. As described above, relevant data should be made available and the type of position being requested must be given serious consideration.

Academic deans will forward requests with their recommendations/priorities to the Vice President for Academic Affairs before December 1 for consideration for the next budget year. A late resignation or termination will of necessity be handled outside of this calendar.

## **Description of position**

When an open position has been established, a search committee is constituted. Its first responsibility is to prepare a job description. This description is sent to the appropriate academic dean along with suggestions of appropriate journals/newspapers where the position might be posted. The address, requirements and costs for placing an ad in a discipline-specific journal should also be submitted. Upon approval of the academic dean, the advertisement will be placed by the Office of Academic Affairs.

Care must be taken to adhere to the principles of equal employment opportunity and affirmative action, and efforts must be made to seek qualified minority candidates. An initial meeting of the search committee with the University's Affirmative Action Officer is required so that these responsibilities can be fulfilled properly. The search committee must send each applicant a Data Collection Form. These will be collected by the Affirmative Action Officer, and information on the composition of the pool will then be disseminated to the search committee.

## **Screening the applicants**

When several candidates have been agreed upon by the search committee, conference calls with the candidates should be arranged to discuss the University, the department's needs, the kind of

candidate being pursued, and other parameters of the position. This first interview and a check of references are prerequisite to bringing a candidate to campus. After the initial phone interview and reference checks, the committee should rank the applicants.

For each open position, **two** candidates may be brought to campus for interviews, after receiving approval of the appropriate academic dean. The complete set of applications received with the two top choices indicating the reasons for the choices are submitted to the dean.

A typical interview should include a meeting with the search committee, a tour of the University, a teaching presentation, and meetings with the chair and dean. Administrators should receive hiring materials, including the application and resume, several days before the candidate is coming to campus. During the interview day, candidates should receive copies of the Faculty Handbook and be introduced to the University's mission statement and goals. If the department wishes to pursue the candidate further, it will be necessary for the candidate to prepare for the Vice President for Academic Affairs a statement on the congruence of his or her professional goals with those of the University.

The Office of the Vice President for Academic Affairs has a hiring budget. It underwrites the travel expenses for two interviews and hotel expenses for the candidates. The budget cannot underwrite meals for large departmental groups. The meeting with the search committee should be a meeting, not a meal. One or two departmental representatives may accompany a candidate to lunch or dinner.

Interviews may be arranged by compressed video. Faculty may find it timesaving to use this technology for dealing with candidates. Then the top choice may be brought to campus for verification. If the individual is all that was expected, an offer will be made. This is an alternative that allows faculty to interview several candidates at less cost than bringing two candidates to campus. To arrange interviews by compressed video, contact the Coordinator of Distance Education Support.

## **Conclusion**

The Vice President for Academic Affairs interviews by phone the candidates recommended by both the department faculty and the academic dean before deciding to make a formal offer. When all are in agreement on the choice, the Vice President will write a letter to the candidate offering the position and stating clearly the terms previously discussed. Chairpersons will be kept informed of the state of negotiations until an agreement is reached.

When the offer is accepted, a formal agreement will be prepared and sent to the new faculty member from the President of the University. Then it is the responsibility of the chair of the search committee to inform all other candidates that the search is closed.

## **Related Policies**

Policy - Search Committee Procedures and Affirmative Action

Policy – Faculty Definition

Policy – Faculty Status

Policy - Administrators with Rank and Tenure

Policy - Librarians with Faculty Status

Policy - Contractual Agreements with Faculty

**History of the Policy**

07/01/89 – Reaffirmed with publication of Faculty Manual

03/28/08 – Reference to guidelines for moving expenses was deleted because the President of the University approved the policy *Moving Expenses for New Hires*.

---