FACULTY HIRING WORKFLOW – Search and Selection

Retain all documentation pertaining to a faculty search for a minimum of two years after a hire.

Select

• Conduct a faculty search; not a faculty sort - do more than wait for CVs to roll in
• Actively pursue candidates thriving at less well-ranked institutions
• Overcome unintentional biases in the recruitment process
• Do not let judgements be affected by subjective factors, stereotypes or other assumptions

Matrix

• Establish explicit criteria/rubrics for how the pool should be narrowed
• Identify key characteristics that must be met
• Identify additional characteristics that are desireable
• If you encourage the candidacy of people who are interested / engaged in nontraditional or interdisciplinary scholarship or employment, give weight to these qualifications in the screening process for all candidates

Interview

• CAO must approve the final list of candidates to come to campus
• Prepare uniform questions ahead of time; Recommend use of an Evaluation Tool
• Establish a common set of meetings and activities for all candidates, with equal opportunity to demonstrate their strengths
• Make sure interviewers know what questions not to ask (ie: martial status, religion, etc. cannot be discussed unless candidate brings it up)

Offer

• Be sure to include mandatory contingencies paragraph in Offer Letter; See Appendix B in the DoF Faculty Hiring Guidelines for Deans and Dept Heads - (click "Offer" to the left in the graphic to link to these guidelines)
• Submit a draft of the applicant’s Offer Letter to CAO for pre-approval
• Original signed Offer Letter will be uploaded with the other hiring documents into the DoF Portal

For questions pertaining to the Search & Selection Stage or any hiring process, please contact x4403.

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