FACULTY HIRING WORK FLOW – 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 desirable
- 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
- Submit a draft of the applicant’s Offer Letter to CAO and Human Resources 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.

Click here to return to Faculty Hiring