

Hiring Process for Faculty, Chairs, and Deans

June 24th, 2022

Faculty Hiring Processes

- ▶ Department/Colleges initiate the hiring of faculty. For tenure track/tenured faculty (TT/T) hires this always involves approval from the Provost office via the TT/T faculty search process.
 - ▶ Part time faculty (PTF) hiring is done locally and is handled at the college level. PTF hiring does not normally involve search committees and PTF are hired to teach specific courses in a unit.
 - ▶ Non-tenure track faculty hiring (i.e., faculty (clinical), (research), and (teaching)) is also handled at the College level and appointments do not need Provost approval unless attachments are part of the hiring package or limitations on clinical appointments is concerned. Search committees are often used and the hiring of tenure track faculty usually involves consultation with unit faculty committees (e.g., P&T committees). The hiring process does vary somewhat from unit to unit.
 - ▶ Tenure Track/Tenured (TT/T) hiring is requested from the Provost office (normally during June of each year but it does occur throughout the year). The process is handled locally but involves the OEO approval process (see next slide), search committees, consultation with unit faculty committees, and Provost approval.

OEO process for TT/T faculty hiring

- ▶ Departments submit search committee composition to the OEO office for approval to insure diversity on the committees
- ▶ Departments submit their recruitment strategy and job ad to the OEO office for approval. OEO Office is looking for a recruitment strategy and job ad that will attract a diverse applicant pool
- ▶ Departments submit their candidate selection and semi-finalist information for approval before official offer can be made

Typical T/TT Hiring Process

- ▶ Department (in departmentalized colleges) or College identifies need and requests hire
- ▶ Department search committee is assembled with OEO approval
- ▶ Some departments undertake phone/zoom interviews with 8-12 semi-finalists.
- ▶ Search committee decides on final candidate list (usually 3-4 individuals) to bring in for interviews
- ▶ Individuals normally come in for 1-2 day interviews that involves meeting with multiple department constituents as well as college leadership. The interview also usually involves a job talk where the candidate can present their research
- ▶ Search committees make recommendations to the Chair (in departmentalized colleges) or the Dean. Thought not required, some departments/colleges also have all faculty vote on faculty hires. This vote is also shared with the Chair and/or Dean.
- ▶ When a candidate verbally accepts the hiring packet is then assembled to eventually be approved by the Provost and an official letter of offer is given to the candidate.

Chair Hiring Process

- ▶ Chair hiring is outlined in the AAUP-AFT CBA with the following requirements

When a new chair of a department is to be appointed, a committee shall be formed to seek and recommend candidates to the dean. Such a committee shall include N faculty members and academic-staff members from the department in question elected by the department for which the chair is being sought (one student member is appointed from the department). The President or their designee shall appoint N members and name the chair of the committee.

- ▶ Chair searches can be internal or external depending on the situation. If it is external, the OEO process will also be used.
- ▶ Search committee gives recommendations to Dean who then makes their decision. This decision must be approved by the Provost.

Dean Hiring Process

- ▶ Dean hiring is outlined in the AAUP-AFT CBA with the following general requirements that do have small differences across units

When a new dean of a School/College is to be appointed, a committee shall be formed to seek candidates and advise the President or their designee. Such committees shall include N faculty members and academic-staff members from the School/College in question elected by the School/College for which the dean is being sought. The President or their designee shall appoint N members and one (1) student member shall be selected by the College student council.

- ▶ Dean searches are always external and the University employs search firms to shepherd the process.