Hiring Steps

STEPS IN FILLING FULL-TIME FACULTY POSITIONS

(Note: All forms and documents mentioned in these instructions are included on the Provost’s website under the heading Faculty Recruitment Guidelines and Forms).

1. All faculty vacancies must be reviewed by the Educational Policies Committee in the context of a recent external program review before the Provost will consider approval of a new search. See “EPC’s Review of Faculty Lines”.

2. The Department Chair should review departmental staffing plans with the Provost and directors of area studies programs supported by this position. The Provost should be consulted as the position description and timeline for the search are developed.

3. Complete a “Faculty Vacancy Request” form and send it, along with the position description and ad text, to the Provost for review/approval. Each position description must include this statement ...

   Wittenberg believes that a diversified community is educationally imperative; thus we are committed to ensuring a diverse environment for all individuals, regardless of race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability. In that spirit, we are especially interested in receiving applications from individuals who would contribute to the diversity of our community. AA/EOE

4. After the Provost and VP for Human Resources have approved the Faculty Vacancy Request form and position description, the Chair is responsible for placing ads in the appropriate disciplinary publication(s) and sharing it with contacts at selected graduate schools. Human Resources will place the ad in relevant general publications and Internet sites, particularly those targeted to potential candidates of under-represented groups. The HR Contact is DeAnna Sullivan, x7519.

5. The Search Committee (for screening and interviews) is typically guided by the department chair and must include at least one faculty member with a vote from outside the department. Searches for a faculty member who contributes 1/3 or more of his or her teaching load to support an area studies program must include faculty from that program.

   a. The Search Committee must make intentional efforts to recruit candidates who would increase campus diversity. A list of strategies for recruiting members of under-represented groups is available on the Provost’s website. Workshops are offered on campus periodically to help members of search committees learn how to fulfill this expectation.

   b. Responsibilities of each faculty member in the hiring process are outlined in “Appointment Procedures” in the Faculty Appointments section of the Faculty Manual on the web (for your convenience, a copy of this information can also be found at the end of this document).

   c. The committee should determine the essential qualifications for the position prior to screening applications. An evaluation of each candidate interviewed on campus with reference to these essential qualifications must be submitted at the end of the search process on the “Faculty Request To Hire” form (submitted to the Provost and filed in Human Resources).

   d. All applications are submitted electronically through the Interview Exchange website available through the Human Resources website. Each member of a search committee will be given access to, and instructed on how to use, Interview Exchange, by DeAnna Sullivan, x7519.

   e. Application packets on the Interview Exchange website are ranked by the search committee to identify a group of up to eight (8) candidates for phone interviews to determine two of three individuals for on-campus interviews. Suggestions for conducting phone interviews can be found on the Human Resources web page. The Provost reviews and approves
f. Some disciplines have success conducting screening interviews at the national meetings (conference) as a supplement or as a substitute for phone interviews. Permission for this option must be obtained from the Provost. The same guidelines and expectations for a diverse interview pool apply for the meeting/conference setting as for phone interviews.

6. The credentials of the top five candidates after the phone or conference interviews should be forwarded to the Provost, along with the committee’s rationale for those selected for on-campus interviews. It is expected that at least one of the finalists will be a member of an under-represented group for the search committee to bring three candidates to campus. After the Provost approves the selections, the top two or three candidates may be invited to campus for interviews.

7. Please coordinate interview dates and times with the Provost’s executive assistant prior to extending an invitation to the candidates. Arrangements should be made by the committee for the candidate to teach a class or present an informal seminar for students and faculty. Each candidate should be scheduled to speak with a representative from the Faculty Personnel Board as well as the Provost, who prefers being the last to meet with the candidate.

   Note: Departments will be reimbursed by the Provost's Office for the cost of candidates’ visits. If in doubt concerning advance or follow-up preparations, contact the Provost's executive assistant. To learn about Housing, Meals, and Travel, check for this separate heading under “Faculty Recruitment Guidelines and Forms,” which is linked from the Provost’s home page.

   a. Candidates are not required to visit Human Resources. Instead, they should be directed to the Benefits link on the Human Resources web page.

   b. Final candidates must sign release forms for routine background checks before leaving campus.

   Background Checks (driving and criminal records, education verification) on all final candidates are now being handled in this manner:
   When first meeting with a candidate, the committee should make certain the applicant reviews and signs the following three forms: 1) Disclosure; 2) Authorization and Release; and 3) Employee Reference. A fourth form, labeled Summary of Rights, should be printed and given to the applicant to keep for reference.

   Important Note: Candidates should send their completed forms directly to Human Resources or the Department Chair may provide an envelope so that the candidate is able to submit necessary forms to the Chair in a sealed envelope, which can then be turned over to HR.

8. After all interviews are conducted, the committee chair should submit a written comparison of all the final candidates to the Provost. After the Provost has consulted with the committee (sometimes through its chair) and has approved a top candidate, the Chair should make certain he receives a completed “Faculty Request to Hire” form.

9. The Provost then authorizes Human Resources to prepare an offer letter from the University, pending a clean background check. At this point, a verbal offer can be made to the candidate, contingent upon the Provost's approval.

10. When a signed contract letter is received by Human Resources, a copy is also sent to the Chair. It is the department’s responsibility to send regret letters to all other applicants. This task is facilitated by the Interview Exchange website.

As of March 15, 2012