

DEPARTMENT FACULTY POSITION HIRING AND RECRUITMENT PROCEDURES

College of Liberal Arts Dean's Office 2007-08

The following general guidelines are intended to answer some basic questions about faculty search procedures.

1. Starting the Search:
 - Position is requested from and approved by the Dean and the Positions Committee. (Year preceding search.)
 - Department chair appoints the search committee. (Year preceding the search.)
 - Advertisement for the position is drafted by the department or program and sent to the Dean for approval (on "Proposed Advertisement and Distribution of Position Announcements" form), along with the "Notification of Position Opening" form, and description of the search plan. (Summer preceding the search.)
 - The Dean approves the advertisement and the dean's office will place the block ad in the *Chronicle*, *Hispanic Outlook*, and *Black Issues*; other submitted suggestions will be considered.
 - Search committee should make every effort to ensure that minority applicants are aware of the position. (See attached suggestions.)

2. Handling Applications:
 - Materials are sent to the departments, all applications reviewed and a short list of candidates prepared. (Fall semester.)
 - Search committee chair acknowledges all applications by letter, including an enclosed Equal Opportunity Employment tracking form. (The EOE form must be completed for all open searching positions.)
 - Search committee chair informs all applicants when the search is completed.
 - Note: Secretaries have access to a central data bank that will make the mailing of the acknowledgment letters and the notice that the search has ended easier.

3. Departmental Review of Applicants:
 - Search committees should include at least one faculty member from outside the searching department and student representation. Sabbatical replacement searches do not require faculty involvement from outside the department. Students, however, should be involved.
 - When timely, professional conventions should be used to meet and screen semifinalists. The search budget will support one faculty representative to attend the conference when necessary.

4. Selecting Campus Interviewees:
 - Search committee chair sends short list of candidates (5 to 6, with rank), with their CVs, to the Dean for review.
 - Dean approves short list, and department arranges on-campus or conference interviews. Schedule of interviews is sent to the Dean. For all on-campus interviews, the interview schedule should include a half-hour meeting with the Dean.
 - Typically three candidates will be brought to campus.
 - Search committee chair contacts candidates for interviews and arranges their visits. (See Interview Expenses section for details.)
 - For sabbatical replacements and other temporary full-time appointments, the top candidate should be brought to campus. Normally additional candidates will be brought only if the first candidate proves unsatisfactory.

5. Campus Interviews Should Include:

- Candidates for tenure-track positions should meet with the president, Deborah Dancik, and Patricia Alley. Each should receive a curriculum vitae and a schedule outlining the candidate's visit.
- All candidates should meet with the Dean (or Assoc. Dean for part-time appointments) who should also receive a curriculum vitae and a schedule outlining the candidate's visit.
- Candidates should have breakfast with two committee members and lunch with three committee members/students (vouchers are available in the Dean's Office) for tenure-track positions.
- Candidates should have dinner with three committee members/faculty (see meal guidelines) for tenure-track positions.

6. Interviewing Expenses:

- **Air Travel:** The search committee chair should submit their request for candidate travel using the Travel Center online travel request form. Where it asks for account number, enter "Sarah" and the Travel Center will contact the Dean's office for approval when it is required. The Travel Center will e-mail both the chair and the candidate the travel schedule for review. Interviews should be set so that tickets can be booked with the lowest possible airfare (14 or 21 days notice is required.) A Saturday night stay should be planned if overall travel costs can be reduced.
- **Lodging:** Candidates should stay at Phoenix Inn (Grand, South, or North) with the Travel Center making all arrangements.
- **Meal Guidelines:**
 1. Faculty attendance at meals should be arranged to give search committee member an opportunity to get to know the candidate.
 2. Keep the following per person meal guidelines in mind:
Breakfast: \$8-\$10 (\$35 maximum); Lunch: \$8-\$12 (\$45 maximum); and
Dinner: \$20-\$25 (\$120 maximum).
(Reimbursement and authorization for all expenditures is through the CLA Dean's Office.)
- **Professional conventions:** Travel, lodging and meal expenses (as allowed for regular faculty travel) will be reimbursed, with prior approval from the Dean.
- **Willamette University** does not provide candidates with a rental car. Please rotate the duty of picking up candidates from the airport so that different committee members make that trip, allowing different individuals to have extended conversations with the candidate.

7. Recommendation to Hire:

- The search committee deliberates and sends proposal for hire to the Dean with the "Appointment Proposal" form. Proposal for hire should include a discussion of how the proposed candidate best fulfills the requirements of the position. Other candidates on the short list should also be discussed and ranked as either "acceptable" or "unacceptable."
- The Dean approves the hire and negotiates details with the candidate. If the hire is unsuccessful, the Dean notifies the department and recommends the next step.
- If a foreign national candidate is offered the position, please contact Chris Andresen, Advisor of International Students & Scholars, to initiate VISA procedures.
- Keep the Dean informed of any contact initiated by the candidate after the job has been offered. Before faculty members initiate such contact during job negotiations, please discuss the matter with the Dean.