

## **Recruitment and Selection of Teaching Faculty**

- A. The teaching faculty determine and recommend to the Board of Trustees standards for selection and retention of faculty members. The faculty searches are cooperative endeavors of the faculty and the administration based on a shared sense of responsibility. This cooperation begins before the search is authorized, with a thorough understanding of the nature of the position to be searched and the desired qualifications of the successful candidate. The faculty are recruited and selected through the cooperative efforts of department chairs, deans and the provost/vice president for academic affairs. The department chair shall involve department members, where appropriate, in making selection recommendations.

The chair, dean, and the provost/vice president for academic affairs must establish the case for the recruitment of a new teaching faculty member, stating the nature of the need, area of competence, and recommended rank. The search may commence when the provost/vice president for academic affairs approves the position.

The chair, department colleagues, the dean, and the provost/vice president for academic affairs cooperate in the search for candidates. Where possible a national search should be undertaken through professional "networks," graduate schools and advertisements.

(1/06)

Responsibilities at the department, chair, dean, and provost/vice president for academic affairs levels are outlined below for both full-time and adjunct teaching faculty.

### **1. Recruitment of Full-Time Teaching Faculty**

#### **a. Department**

- 1.) Works with chair to define position and organize search committee
- 2.) Following selection of the candidate pool by the department and/or search committee, reviews candidates' supporting documents, discusses candidates' relative merits, and recommends candidates to chair for campus visit
- 3.) Observes and interacts with candidates during campus visits
- 4.) Discusses candidates' relative merits and recommends a final candidate to chair

#### **b. Chair (or Chair's designee)**

- 1.) Initiates position request to dean following departmental consultation
- 2.) Works with dean and department to define position and establish criteria for the evaluation of candidates
- 3.) Organizes search committee
- 4.) Organizes preliminary reference calls
- 5.) Consults with department about final candidates and recommends to dean, candidates for campus visit
- 6.) Organizes candidate visits (with search committee chair)
- 7.) Conducts formal interview with candidates
- 8.) Supervises collection of supporting documents and makes them available to members of the department
- 9.) Confers with department regarding candidates and recommends final candidate to dean. If chair's recommendation differs from the department's, this information is shared with the department and dean.
- 10.) Coordinates letters to inform candidates of status of the search
- 11.) Provides support to successful candidate (information about area, housing, book orders, etc.)

c. Dean

- 1.) Requests authorization from provost for advertisement and salary
- 2.) Authorizes timetable for search and EEO strategies
- 3.) Places ads within budgetary guidelines
- 4.) Approves candidate visits
- 5.) Conducts formal interview with candidates
- 6.) Makes reference calls for final candidates
- 7.) Following consultation with department chair, approves final selection. This information is shared with the department.
- 8.) Completes negotiations and prepares contract
- 9.) Supervises collection of documents for employee file
- 10.) Supervises collection of EEO-related information on applicants

d. Provost/vice president for academic affairs

- 1.) Authorizes recruitment and expenditures for search
- 2.) Verifies information submitted by deans for contract preparation and forwards information to human resources

2. Recruitment of Adjunct Faculty

a. Chair

- 1.) Projects needs for adjunct faculty and discusses with department and dean
- 2.) Recruits and hires adjunct faculty for approved needs, with appropriate inclusion of departmental faculty input on candidate(s)

- 3.) Provides dean necessary contract information
- 4.) Supports participation of adjunct faculty in selected activities (e.g., family weekend and adjunct orientation session)
- 5.) Oversees preparation and performance of adjunct faculty and discusses with dean
- 6.) Provides appropriate support to adjunct faculty in performance of responsibilities in line with institutional and departmental mission

b. Dean

- 1.) Discusses adjunct faculty needs with chair and approves additional courses
- 2.) Prepares information for contract and schedule

c. Provost/vice president for academic affairs

- 1.) Establishes guidelines for employment and responsibilities of adjunct faculty
- 2.) Disseminates guidelines via adjunct faculty orientation sessions and adjunct faculty handbook
- 3.) Prepares contracts
- 4.) Maintains employee files

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3. Process for Hiring with Tenure

In some unusual cases, tenure may be granted upon hiring. In the case where a candidate may be under consideration to receive tenure upon hiring, he/she must satisfy the criteria outlined in the Elon University Faculty Handbook for Full or Associate Professor and be under consideration for hire at that rank. Additionally, he/she must have earned tenure or the equivalent at their prior institution.

The following procedure must be followed in these cases;

- a. Following consultation with the department, the dean of the hiring school and the provost will have a meeting to discuss the rationale for hiring with tenure.
- b. The search is initiated.
- c. The candidates meet with the president.
- d. The search committee makes a recommendation for hiring on behalf of the department/program to the dean.
- e. The selected candidate's commitment to pursuing the position is ascertained.
- f. The candidate is asked to provide the appropriate documentation for supporting tenure. These documents should mirror those outlined in the Elon University Faculty Handbook.

- 1.) A current curriculum vita
  - 2.) A statement of teaching and evidence of effective and engaged teaching.
  - 3.) A statement of scholarship and supporting pieces of recent scholarly work.
  - 4.) A statement of service and documentation supporting a history of service.
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- g. The dean consults with all post-probationary faculty from within the hiring department/program regarding the granting of tenure to the candidate.
  - h. The dean communicates his/her recommendation to the provost.
  - i. The applicant's supporting materials are sent to the Promotions and Tenure Committee for review.
  - j. The Promotions and Tenure Committee sends its recommendation to the provost.
  - k. The provost makes his/her recommendation to the president.
  - l. The president's recommendation is sent to the Board of Trustees for approval.
  - m. The offer is finalized.

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B. Candidates for teaching positions should be evaluated on the basis of the following criteria:

1. There should be no question as to the academic and professional preparation and experience in the discipline concerned of the prospective employee
2. The prospective employee must be in fundamental sympathy with the established aims and objectives of Elon University as stated in the catalog
3. There must be a capacity for, skill in, and devotion to teaching
4. There must be an interest in intellectual life and scholarship
5. The applicant should be willing and able to teach in Elon's interdisciplinary general studies program

C. Elon's president makes the official offer of employment to the candidate. The department chair is responsible to see that expenses of candidates are paid. After an official acceptance is received from the candidate, the department chair, in coordination with the search committee chair, should write all other candidates, indicating that the position has been filled.

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