

GUIDELINES AND PROCEDURES FOR FACULTY RECRUITMENT AND INTERVIEWS

The following guidelines and procedures are in effect for all faculty searches:

1. The President must approve all invitations for campus interviews.
2. The Provost will approve all faculty search committees, which should consist of the department chair or dean of the academic area conducting the search plus 2-3 faculty members of said academic area. The department chair/dean will serve as chair of the search committee.
3. Upon approval from the Provost, a faculty position should be publicized/advertised on the university's website and in any other forum deemed appropriate. Once resumes and applications are received, they are to be evaluated by the search committee. A candidate's official portfolio should be complete (including transcripts, reference checks, background checks, etc.) prior to extending an invitation for a campus interview.
4. To maximize recruiting travel budgets, candidates should be prioritized and interviewed one at a time. When two candidates are essentially equal, the search committee chair can request approval to interview two candidates prior to submitting a hiring recommendation.
5. Candidates are free to make their own travel arrangements in consultation with the search committee chair.
6. Candidates who travel with their own vehicle will be reimbursed at the rate of 75% of the IRS Federal allowance. Mileage reimbursement may not exceed the lowest cost of traveling to the interview by air.
7. Costs for air travel are fully reimbursable; however, candidates should seek to minimize costs where possible. Candidates should get approval for ticket prices from the search committee chair prior to purchase. The University will not cover the purchase of tickets that cost more than 125% of the lowest available ticket cost for similar travel dates. The University does not typically cover the travel, accommodation, and meal costs for a candidate's spouse.
8. Housing candidates on campus is recommended when availability allows. The University will only pay for a maximum of two nights of lodging.
9. The search committee chair should minimize the costs of meals during the interview process. Evaluating a candidate does not require the University to purchase a meal for the entire department. In general, meals included in the interview process should include no more than two or three participants other than the candidate.
10. After a candidate has been evaluated by the search committee (through telephone interviews, teaching demonstration, on-campus interview, etc.), he/she should then be interviewed by the appropriate dean/associate dean, Provost, and President. If at any point in the committee's evaluation of the candidate the committee determines the candidate to be unacceptable for the position in question, further interviews (with dean, Provost, or President) may be cancelled.
11. Once the search committee approves a candidate, the chair should send a written recommendation to the appropriate dean, who in turn sends his or her recommendation to the Provost. The Provost will then contact the President to obtain permission to extend an offer to the candidate. Once a candidate accepts the offer, a contract will be sent to the individual for his or her signature.