

## **Guidelines for Opportunity Hires**

Tenure-track opportunity hires are intended to support the College's strategic goal of increasing the diversity of the faculty as a means of furthering its educational mission. Candidates for such hires are defined as current post-doctoral fellows or either current or recent visiting members of the faculty who possess the terminal degree and who would bring demonstrated diversity to the educational offerings of the College. Such appointments, which will be made without a national search, are intended to be rare and must be based upon both compelling evidence that the hire will advance diversity and also upon consensus among each of the parties involved in the hiring process. These guidelines define the process that must be followed in all such cases.

### **I. Departmental or Program Request**

The process for an opportunity hire begins with a formal request from the department or interdisciplinary program that wishes to make the hire. The request is made to the Provost and must include the following:

- A justification of the position addressing the criteria used to establish the need for traditional new lines
- A description of how the appointment would contribute to the diversity of the educational experience at the College
- A statement of whether the proposed hire is to replace a faculty member whose retirement is anticipated, whether it is a creation of a new line in the department or program, and whether it will act as a permanent replacement for any future visiting position that the department or program might otherwise have requested
- An assessment of the qualifications of the candidate, including an evaluation of evidence available from his or her teaching at the College
- A recommendation by the chair together with a record of the number of members of the department supporting and/or not supporting the recommendation.

### **II. Review by EPC**

In accordance with *The Statute of Instruction*, the Provost shall consult with EPC on the creation of a new faculty position. In its review of the request, EPC shall consider:

- The match between the proposed hire and the strategic educational priorities of the College
- The present and potential future curricular needs of the department or related interdisciplinary programs
- The outcomes of recent curricular reviews, where appropriate
- Enrollment and faculty workload data in the department or program

Following consultation with EPC, the Provost shall make a recommendation to the President whether the position should be approved and a review of the candidate be initiated.

### **III. Review by TS&T**

If the Provost's recommendation is positive, and the President concurs, the candidate will then be reviewed by TS&T for a continuing appointment to the faculty. TS&T's review will follow the standard procedures for a campus interview and will always include:

- A letter of application, curriculum vitae, and other supporting materials from the candidate
- A teaching demonstration by the candidate
- Lunch with members of TS&T
- Interviews with the President, the Provost, and the Dean for Faculty Development
- A meeting with other appropriate faculty groups

The department may also wish to include a research presentation and meetings with members of the faculty and students.

### **IV. Decision**

The department or program, TS&T, the President, and the Provost will attempt to reach consensus on whether the candidate should be offered a position. The candidate will only be offered a position if all parties are in agreement.

***Note:** Faculty members with a family or other significant relationship with a person being considered for a faculty position are expected to recuse themselves from all discussions about defining the position and the search or review process at both departmental, EPC, and Teaching Staff and Tenure Committee levels.*