

THE COLLEGE OF
WOOSTER

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MEMORANDUM

To: Search Chairs
From: Heather Fitz Gibbon, Dean for Faculty Development
Date: October, 2012
Subject: Guidelines for Visiting Faculty Searches

The following guidelines have been adopted by the Provost's office for visiting faculty searches. As a Chair involved in a visiting faculty search during 2012-2013, please review these guidelines and, if you have questions, please contact the Office of the Dean for Faculty Development.

Searches for One-Year, Two-Year and One-Semester Visiting Positions

All one-year, two-year, and one-semester visiting searches will be handled by the office of the Dean for Faculty Development.

The recruiting budget will not pay for travel to professional meetings to conduct preliminary interviews; departments are urged to use telephone or video-conferencing interviews at the screening stage. Darlene Berresford can provide assistance with setting up such interviews.

In one and two-year searches, departments may bring up to two candidates for campus interviews. If you have a candidate in mind, or if you would simply like to extend a contract to an existing visiting faculty member, we can pursue those options without undertaking a complete search.

Please note that for visiting positions the College will **NOT** sponsor an H1B visa. We can hire individuals who are eligible for a J-1, or who have an OPT visa that will remain valid through their employment period. Please contact the Dean for Faculty Development with any questions.

Visiting Faculty Search Checklist:

- ___ Write job description and submit to the Provost (Chair)
- ___ Put job description in memo form and send to the President for approval (Provost)
- ___ Receive copy of approved job description from Provost in order to start search (Chair)
- ___ Advertising by department as well as Office of the Provost (Chair and Darlene Berresford)
- ___ Collection of Applications (Search Committee)

- ___ Send original files along with the department's memo to the Dean for Faculty Development outlining top candidates (Chair)
- ___ Set up interviews (Chairs work with Darlene Berresford)
- ___ Memo detailing decision to the Dean (Chair)
- ___ Offer made by Dean, after consulting with the Provost
- ___ Contract sent by President's office (Darlene Berresford); signed and returned
- ___ Contact candidates that were not chosen (Chair)

DETAILED INFORMATION REGARDING THE SEARCH PROCESS

Advertising and Publicizing Positions

Within reason, visiting positions may be advertised nationally. The Dean for Faculty Development approves final copy for all such ads before they are sent for publication and must authorize all advertising in advance. The application deadline should be set so as to allow a reasonable time for qualified individuals to apply.

The Office of the Dean for Faculty Development places ads for all approved positions in *The Chronicle of Higher Education*, *Inside Higher Ed*, *Diverse Issues in Higher Education*, and *The Hispanic Outlook in Higher Education*. Our office also will place the full description on the College's and Ohio5 web sites. GLCA is notified about openings for inclusion on their web site where they provide a link to the College's Human Resources page. The College is also a featured employer in the National Minority Update publication and website.

It is the search chair's responsibility to see that ads are placed in the appropriate professional publications. Copies of the description should be sent via e-mail to the leading graduate departments in the discipline. In particular, it is the chair's responsibility to send copies to the leading producers of minority Ph.D.s (information can be found at: <http://diverseeducation.com/top100/GraduateDegreeProducers2012.php>) and to solicit nominations of potential candidates from the chairs of these departments and others in their discipline. Nominations will be followed up by direct contacts with the nominee to provide information about the position and answer questions.

1. Following the President's approval of the job description, your Administrative Coordinator (in consultation with the Search Chair) prepares the advertisement(s) copy and determines the cost.
2. Your Administrative Coordinator submits for review to the Dean for Faculty Development the name of publication, ad copy, dates/length of publicity, cost, and department account via email (please copy Darlene Berresford).
3. Darlene will submit the appropriate paperwork to reallocate the funding from the Provost's budget to the department budget.
4. Your Administrative Coordinator will follow through with the placement of the ad and the purchasing process using the department budget.

All job listings must request graduate transcripts as part of the application materials. To save applicants undue expense, these may be unofficial transcripts; official graduate transcripts will be required before a contract is issued to the successful candidate.

The following statement must be included in all web-listed advertisements:

The College of Wooster is an independent college of the liberal arts and sciences with a commitment to excellence in undergraduate education. The College values diversity, strives to attract qualified women and minority candidates, and encourages individuals belonging to these groups to apply. Wooster seeks to ensure diversity by its policy of making appointments without regard to age, sex, color, race, creed, religion, national origin, disability, sexual orientation, gender identity and expression, or political affiliation. The College of Wooster is an Equal Opportunity/Affirmative Action Employer. Employment is subject to federal laws requiring verification of identity and legal right to work in the United States as required by the Immigration Reform and Control Act. The College of Wooster is a drug-free workplace.

For reasons of economy, print versions of the advertisement may be limited to the following:

Wooster seeks to ensure diversity by its policy of employing persons without regard to age, sex, color, race, creed, religion, national origin, disability, veteran status, sexual orientation, or political affiliation. The College of Wooster is an Equal Opportunity/Affirmative Action Employer.

Acknowledging Applications

Each search must ensure that all applicants are acknowledged, preferably electronically. The Office of Human Resources no longer sends an Affirmative Action form to the candidates, so we will rely on the information your search committee can provide through reading the files.

Screening Candidates

The chair is responsible for informing all faculty members who have a legitimate interest in the search. Students should never be in a position where they see or handle materials from candidates or references.

The selection of candidates for a short list must clearly be in accordance with the requirements for the position as described in the announcement of the post.

In the case of positions whose duties as given in the job description include teaching in one or more of the College's interdisciplinary programs, the chair of the relevant program will be included, at a level appropriate to the division of teaching responsibilities, in the process of recommending and evaluating candidates for the short list.

Faculty members who have joint appointments in another department or program should have the opportunity be fully included in the search process. Departments may choose at their discretion whether to involve visiting faculty members (other than those who are candidates) in the search. Adjunct members of the faculty should not be involved in searches.

Preliminary Interviews

Search committees that conduct semi-final interviews are urged to consider using desktop videoconferencing and/or telephone interviews to conduct the preliminary screening. Darlene Berresford can provide assistance with setting up such interviews. The Office of the Provost will normally not pay the expenses for department members to travel to disciplinary meetings to conduct interviews for one-year positions.

Campus Interviews

When you have identified your top six to ten candidates, please send the **original** folders to the Office of the Dean for Faculty Development. The department should keep a copy of all materials sent to the Dean's Office. Please include graduate transcripts in the candidates' folders. In a

memorandum to the Dean for Faculty Development, rank at least the top six candidates and explain the reasons for your recommendations. Normally, two candidates are invited for campus interviews for visiting positions.

In your memo, please provide a profile of the demographic composition of the candidate pool, *e.g.*, number of women and men, number of identifiable African Americans, Native Americans, Latinos(as), and Asian Americans, and the total number of applicants.

The final decision on who will be brought to campus for tenure-track positions is made by the Dean for Faculty Development. Candidates are invited to the campus for interviews only by the Dean for Faculty Development or by the department/search chair acting upon specific authorization. Normally, for visiting searches two finalists will be invited to campus. An internal candidate will count as one of these two finalists. If a minority candidate is identified in the pool as a strong candidate, but does not fall among the top two, this candidate may also be interviewed.

If a Department or Program has identified an internal or local candidate for a one-year position prior to a search, it can forego the search process and bring only one candidate to campus. This should be discussed with the Dean for Faculty Development.

Darlene Berresford in the Office of the Dean for Faculty Development will schedule the visit with the assistance of the department chair and distribute the schedule to all relevant parties. Any departmental additions to the schedule (and welcome packet) should be arranged through Darlene Berresford.

All information on the visit, including a copy of the candidate's schedule, the approved position description, and the first two to three pages of the candidate's dossier, will be made available to the department/search chair as well as to others who may have a legitimate interest in the candidate. The latter will also be invited to participate in the evaluation of the candidate.

As part of the on-campus interview, the candidate must teach a **regularly scheduled** class. When making arrangements with the Dean for Faculty Development's office for the candidate's visit please identify the class to be taught by the candidate; mock classes will not be permitted unless the visit unavoidably occurs during a College vacation. To the extent possible, the candidate should provide a representative demonstration of his or her teaching ability and engagement of students. Ideally, all candidates should be asked to teach in the same course. Please take care to have all candidates teach to a neutral class; for example, neither internal nor external candidates should be asked to teach an internal candidate's class. If the department wishes, candidates also may give a research presentation or performance, or if the department also wishes the candidate to make a teaching presentation of his/her specialist area, this should be arranged through Darlene Berresford.

The Provost's Office understands the importance that sharing a meal in a fine restaurant can have in the search process and so we would like to make this possible, even in an environment in which we must be cost-conscious. In searches for visiting positions, chairs are required to use The Wooster Inn and meals in restaurants off campus will not be reimbursed. In the event that The Wooster Inn is closed, a comparable local restaurant may be selected.

The Office of the Provost pays for all candidate meals. Search committees are requested to avoid excessive charges for these meals, and the following criteria will apply to all searches: the Provost pays for one meal with three department faculty members. (If there has to be a second meal with the candidate, the Provost will pay for up to two faculty members at that meal.) The Provost does not pay for departmental meals/receptions or for meals for the spouse of the candidate. Meals at

out-of-town restaurants and outside catered meals are not covered by these guidelines and will not be reimbursed. Alcohol: for both legal and economic reasons, you are asked to exercise appropriate judgment in this regard; one alcoholic drink with dinner is reimbursable by the College. Please submit itemized, **detailed receipts** for reimbursement, as required by the Business Office.

Discretionary costs, such as the mailing of additional departmental materials and textbooks, must be paid from department funds.

Recommendations

After campus interviews have been completed, and following discussion within the department, the chair should send her or his recommendation to the Dean for Faculty Development for consideration as soon as possible. The recommendation should include evaluative comments on each of the candidates brought to campus and, as appropriate, a rank ordering of candidates. To expedite the process, the department may recommend, in the event that an offer is declined by the department's first choice, that the Dean for Faculty Development offer a contract to its second choice candidate. It should also identify any candidates who should not be given further consideration and explain the department's reason for this conclusion. If the Dean for Faculty Development does not agree with the ranking, he/she shall present his/her arguments to the department, and the two parties shall deliberate and agree on an acceptable ranking.

Contract offers are made only by the Dean for Faculty Development. You should not contact the candidate until after the Dean for Faculty Development informs you that an offer has been made. You should defer all questions on compensation to the Dean for Faculty Development.

Post-Search Obligations

As soon as the Dean for Faculty Development confirms that a signed contract has been received, the department chair is responsible for contacting campus finalists to inform them of the outcome of the search. The chair must also communicate with all other applicants for the position, either by email or letter, to inform them of the search's conclusion.

All materials related to the search should be kept on file in the department for a period of two years before being destroyed.

Special Considerations

Normally, a retiring faculty member should not be involved in defining a position description or in the search process itself. Exceptions to this may be made if approved by the Provost.

Faculty members with a family or other significant relationship with a person being considered for a faculty position are expected to recuse themselves from discussions about defining the position and the search or review process at departmental levels.

Procedures for Internal Candidates

When an incumbent faculty member on a visiting appointment applies for a different position advertised by the College, the following procedures should be followed:

- The chair should insure that the individual has a copy of the announcement and is aware that a national search is taking place.
- The individual must formally apply for the position in writing as if she/he were an external candidate. If official transcripts and external letters are already a part of the permanent file in the Office of the Provost, the existing file may be used.

- An internal candidate is to be treated as any other applicant in the search, without positive or negative prejudice. In particular, potential internal candidates should not play a role in shaping the position or participating in the search.
- If the individual is invited to interview, the Office of the Dean for Faculty Development will contact her/him to make arrangements.
- Internal candidates shall not be included in any evaluation of other candidates for the position for which she/he has applied.
- If a current temporary appointee decides not to be a candidate, the chair may invite him/her to be a part of the department's search efforts. Please do not assume that she/he will not want to participate simply because she/he is leaving.

HFG:dgb

10/18/12

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