

Nazareth University Faculty Search Process

2024/2025 Academic Year

Commitment to Inclusive Excellence

Nazareth University is dedicated to fostering an environment that values excellence, innovation, and inclusivity. We ensure equal access to employment opportunities and adhere to all applicable federal and state laws regarding non-discrimination. As an equal-opportunity employer, we remain committed to a fair and transparent hiring process that welcomes candidates from various backgrounds, experiences, and perspectives.

Anti-Discrimination Policy

Nazareth University strictly prohibits discrimination and harassment of any kind. Our hiring and employment practices are rooted in principles of fairness and merit-based evaluation. We comply with all legal requirements and do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, genetic information, or any other status protected by law.

Equitable Hiring Practices

We recognize that an engaged faculty and staff are essential to our academic mission. As part of our commitment to fair and inclusive hiring, we strive to cultivate applicant pools that reflect a wide range of talents and perspectives. Our hiring processes emphasize:

- **Inclusive Recruitment Strategies:** We actively promote job opportunities through multiple outreach channels to attract qualified candidates from a broad talent pool.
- **Fair and Transparent Evaluations:** Search committees receive training on equitable hiring practices, including methods to mitigate implicit bias in selection processes.
- **Supportive Workplace Culture:** We provide resources, mentorship, and professional development initiatives that encourage a workplace culture of respect and belonging.
- **Ongoing Assessment and Improvement:** We continuously review our hiring practices to ensure compliance with legal standards and alignment with our institutional goals.

By upholding these principles, Nazareth University seeks to attract and retain a talented workforce that enhances our academic mission and enriches the educational experience for all students. We invite applicants from all backgrounds to join us in our commitment to excellence through equity and inclusiveness.

Faculty Hiring Process and Requirements

At Nazareth University, we are dedicated to conducting comprehensive and rigorous searches to fill our full-time faculty positions. Our standard practice involves conducting national searches to attract the most qualified candidates, ensuring we uphold our commitment to excellence in education and research and service.

Faculty Appointments: All full-time faculty appointments at Nazareth University are governed by the policies and procedures outlined in the Faculty Manual. This manual provides comprehensive guidelines on appointment processes, expectations, and responsibilities, ensuring all faculty members know and adhere to the university's standards and regulations.

Clinical and Professional Practice Faculty Positions: Candidates applying for clinical faculty and professional practice positions must possess the specific degree outlined in the job description. If a candidate is in the process of completing the required degree, they must expect to receive it prior to the start date of the appointment. This ensures that all clinical and professional practice faculty have the necessary credentials and are fully prepared to contribute to our academic programs and student success.

By adhering to these practices, Nazareth University ensures that our faculty hiring process is transparent, equitable, and aligned with our mission to provide high-quality education and foster an inclusive academic community.

Guidelines For Full-Time Faculty Searches

I. FACULTY POSITION JUSTIFICATION, APPROVAL, AND ADVERTISING PROCESS

The initiation of any faculty search requires a comprehensive Position Justification to be submitted by the department chair or associate dean to the Dean for review via our applicant tracking system (ATS), PeopleAdmin. [The link to complete the faculty position justification form can be accessed here.](#) Should the Dean approve, the submission is reviewed by the Provost, Chief People Officer, and VP of Finance and Administration to justify the need for a new or replacement faculty position. This step ensures alignment with our strategic goals, academic standards, and resource availability.

As part of the approval process, the Chief People Officer will provide a published benchmark salary range for the position to be included in all postings, ensuring compliance with the New York State Pay Transparency Act. Additionally, they will furnish the Dean with a budget-specific offer range to follow, ensuring efficient fiscal compensation management within the University and addressing potential internal compression challenges.

Once the job posting is live the link to the posting will be shared via email to the search committee. The length of time of the position approval is variable depending on many approval factors.

Inclusive Employment Opportunity Statement for Job Descriptions and Advertisements:

Join Nazareth University, a leading institution in Rochester, NY, with a vibrant community of approximately 1,900 undergraduate and 500 graduate students. We seek dedicated teacher-scholars committed to excellence in teaching, fostering student success, and contributing to an academic environment that supports innovation and growth. Nestled just minutes from downtown Rochester, our campus offers a dynamic setting where faculty and students collaborate in meaningful ways.

Nazareth University is an equal-opportunity employer committed to ensuring fair and transparent hiring practices in accordance with federal and state laws. We welcome applicants from various backgrounds, experiences, and perspectives, ensuring that all candidates are evaluated based on their qualifications and merit. Our hiring and employment practices strictly prohibit discrimination and bias, and we uphold a workplace culture that values respect, academic excellence, and professional integrity.

We encourage qualified applicants to join us in advancing our mission of providing a high-quality education in an environment that fosters collaboration, excellence, and student success.

Advertising The Job:

Once the Position Justification has been approved by all parties and sent to Human Resources for final review, it will be posted via PeopleAdmin and housed on our website at <https://jobs.naz.edu>

Job advertisements will also be posted to:

- [DiversityJobs.com](https://www.diversityjobs.com)
 - AfricanAmericanHires.com - www.africanamericanhires.com
 - AllHispanicJobs.com - <https://www.diversityjobs.com/hispanic-latinx/>
 - AllLGBTJobs.com - www.alllgbtjobs.com
 - WeHireWomen.com - www.wehirewomen.com
 - BlackJobs.com www.blackjobs.com
 - HBCU Connect <https://hbcuconnect.com/>
 - Black Tech Jobs - www.blacktechjobs.com
 - HLPAs - www.hlpa.com
 - VetJobs - www.vetjobs.com
 - Women for Hire - www.womenforhire.com
 - AbilityLinks - www.abilitylinks.org
 - Asian Career Network - <http://www.asiancareernetwork.com>

- Native American Jobs - www.nativeamericanjobs.com
- Older Workers - www.retirementjobs.com
- Out & Equal - <https://outandequal.org/>
- Indeed.com
- HigherEduJobs.com
- Jobs.Chronicle.com

II. SEARCH COMMITTEE IS ESTABLISHED

The Department Chair will recommend the Search Committee to the College Dean, typically comprising three to five internal department faculty members and one faculty member from another department. The Department Chairperson or Associate Dean may or may not be on the Search Committee. In consultation with the Dean, the Department Chairperson or Associate Dean will appoint a Search Committee Chairperson. The Dean will approve the committee members before it begins its work.

III. EDUCATING THE SEARCH COMMITTEE

Search Committee Training

Once the Dean approves the search committee, the Committee Chairperson will notify Human Resources of the committee members. HR will then assign an online training module to all search committee members, which must be completed before the search begins. If search committee members have completed this training module within the academic year, they are not required to complete it again for this search.

The training will cover the influence of unconscious bias in decision-making and provide practical solutions for hiring committees' intent on ensuring a fair and unbiased process.

- [The Influence of Unconscious Bias in Decision Making](#)
This course will help you recognize and mitigate unconscious biases that may influence decision-making and interactions within our academic community. It will also address the unique challenges faced by LGBTQ faculty and students, providing strategies to support their success and well-being.
 Duration: 45 minutes - Vector

Guidelines for Search Committee

Search Committees should adhere to certain guidelines to ensure a fair, respectful, and effective interview process.

Appropriate Interview Behavior Guidelines:

- Prepare thoroughly: Review the candidate's application and relevant materials before the interview. Understand the job description and prepare a set of questions that all candidates will answer, designed to assess their qualifications and fit for the role.
- Create a welcoming environment: Greet the candidates warmly and make them feel comfortable by starting with search committee introductions.
- Be respectful and courteous: Treat all candidates with respect, regardless of their background or qualifications. Avoid interrupting or speaking over the candidate and listen actively to their responses.
- Ask relevant questions: Focus on asking questions that are directly related to the job requirements, skills, and experiences. Avoid questions that may be perceived as discriminatory or irrelevant to the job.
- Allow the candidate to ask questions: Provide the candidate with an opportunity to ask questions about the role, the university culture, or any other relevant topics. This demonstrates your interest in their perspective and allows them to gather information to make an informed decision.
- Take notes: Take notes during the interview to help you remember key points and evaluate the candidate's responses objectively. This can also serve as a reference when making hiring decisions.
- Respect the candidate's privacy: Only inquire about information that is necessary to assess their qualifications and fit for the role.
- Follow up: After the interview, follow up with the candidate to thank them for their time and provide any additional information they may need. Communicate the next steps in the hiring process and adhere to any timelines you have established.

Inappropriate Interview Questions:

- What is your age/date of birth?
- Are you married? Do you have children?
- What is your religion or religious affiliation?
- What is your sexual orientation?
- Are you pregnant or planning to have children?
- What is your race or ethnicity?
- Do you have any disabilities?
- What is your national origin or citizenship status?
- What is your political affiliation?

These inappropriate questions are prohibited by various anti-discrimination laws, including the Civil Rights Act of 1964 in the United States, and should not be asked during the interview process to ensure a fair and unbiased evaluation of candidates.

IV. THE SELECTION PROCESS - PRELIMINARY INTERVIEWS

- A. Faculty postings are generally open for 1-2 months. After the job ad has been active for 14 days, Human Resources will preliminarily review the diversity of the candidate pool. Utilizing our Applicant Tracking System (PeopleAdmin), HR will generate reports based on candidates' voluntary self-declaration demographic information to confirm the diverse representation of the candidate pool. If the pool is deemed diverse, the search process will continue as planned. If the report generated by our Applicant Tracking System indicates a lack of diverse representation in the candidate pool, Human Resources, in collaboration with the search chair, will take immediate action to address this imbalance. This includes extending the recruitment period, actively reaching out to diverse professional networks and organizations, and utilizing targeted job boards and outreach strategies to attract a broader range of candidates. Additionally, HR, in consultation with the search chair, will review and adjust the job postings and recruitment strategies to ensure they are inclusive and appealing to a diverse audience.
- B. Upon confirmation of a diverse candidate pool, the Search Committee will access the applications through the applicant tracking system. Each candidate's qualifications and experiences will be reviewed using standardized evaluation criteria to ensure a fair and unbiased process. The committee will document their evaluations and decisions to maintain transparency and accountability.
- C. The Search Committee Chair, working with the Department Chairperson or Associate Dean, will create a list of about 5-10 top candidates, detailing their strengths and weaknesses. This list will be submitted to the dean, who will then forward it to HR for a diversity check to ensure diverse representation among the selected candidates.
- D. Once the Provost approves the list, the Search Committee will conduct preliminary interviews (e.g., telephone, Zoom) to further narrow the pool of applicants.
- E. [An overview of the Employee Benefits video is shared with candidates.](#)
- F. The Search Committee, in consultation with the Department Chairperson, Associate Dean, and Dean, will identify final candidates to be invited for on-campus interviews. The Search Committee Chair will also share the previous list of strengths and weaknesses based on the preliminary interviews as part of this consultation.
- G. In consultation with the Department Chairperson or Associate Dean and the Dean, the Search Committee will identify the final candidates to be invited for on-campus interviews. The Search Committee Chair will also share the previous list of strengths and weaknesses based on the preliminary interviews. The decision of finalists to be invited for on-campus interviews rests with the Dean.

V. THE CAMPUS INTERVIEW

Search Committee Chairperson Responsibilities for On-Campus Interviews: The Search Committee Chairperson, with the support of department assistants, coordinates on-campus interviews, typically inviting two to three finalists. The Chairperson's key responsibilities include:

Extending Invitations: Invite finalists for interviews and provide relevant materials in advance, such as the Faculty Manual and links pertinent to the search.

Travel Arrangements: Assist candidates with their travel plans, encouraging them to select the best available rates while allowing them input in choosing their preferred flight or transportation method. Final arrangements require approval from the Chairperson in consultation with the Dean and Provost's offices. Travel should be booked at least two weeks in advance to secure the lowest rates. All receipts must accompany reimbursement requests submitted to the Provost's office.

Transportation and Lodging:

- Arrange transportation to and from the candidate's point of arrival in Rochester.
- Coordinate lodging with the executive assistant to the Provost, using preferred hotels with direct billing options, such as:
 - **Woodcliff Hotel & Spa:** [Website](#) | Contact: Tai Wright, Sales Manager | Email: twright@thewoodcliff.com
 - **The Hilton Garden Inn Bushnell's Basin:** [Website](#)

Meal Arrangements:

- For on-campus meals, provide guest meal cards.
- For off-campus meals with candidates and Search Committee representatives, use check requests for advance cash or submit receipts for reimbursement to the Provost's office.
- Recommended expense limits: up to \$35 per person for dinner, \$25 per person for lunch, and \$20 for breakfast. These costs are covered for the candidate and up to three accompanying faculty/staff members. Alcohol should not be purchased or consumed during meals with candidates, as these meals are part of the interview process.

Reimbursement Processing: Collect receipts from candidates and prepare check requests for reimbursement through the Provost's office.

Interview Scheduling: Coordinate interviews with key university members, including the Provost, Dean, Department Chairperson or Associate Dean, Search Committee, other department members, and relevant faculty.

Policy Review: Ensure the Dean discusses university policies and procedures on Rank and Tenure with the candidate during the interview.

Human Resources Coordination: Arrange for Human Resources to be available to address candidates' questions after reviewing the benefits informational video.

Expense Coverage: The Office of the Provost will cover all expenses related to travel (airfare, meals, parking, taxi, tolls, and lodging) and advertisements. Submit all check request forms to the Provost's office for processing.

On-Campus Interviews Notes: The on-campus interview serves as an opportunity to comprehensively understand a candidate's qualifications, including their strengths,

weaknesses, and potential contributions to the university community. It is also an opportunity for the candidate to learn more about Nazareth University and the department they may join. At this stage, candidates are often attractive to multiple institutions and are evaluating Nazareth just as much as Nazareth is evaluating them.

Candidate Preparation: Candidates should receive detailed information about their itinerary and expectations for the visit to ensure they are well-prepared and can perform at their best. The search committee should tailor the activities of the visit to align with departmental or programmatic needs and the specific expectations of the position. Activities should be relevant to the role (e.g., a research presentation may not be suitable if the position does not require research).

Teaching Demonstration: Teaching is a core expectation for most faculty positions at Nazareth University, so a teaching demonstration should be included in every interview, except in rare cases. Demonstrations can be conducted during existing class periods (if the content is relevant) or as distinct, scheduled events. Efforts should be made to involve actual students, and anonymous feedback should be collected. To ensure fairness, all candidates should receive the same prompt, which may need to be broad to accommodate various subspecialties.

Research Presentations: Candidates may be asked to give a research presentation for departments with significant scholarly expectations.

Search Committee Interview: A formal interview with the Search Committee is a standard component of on-campus visits. To maintain equity, all candidates should be asked the same questions consistent with the preliminary interview process.

Student Interaction: Many departments find value in organizing informal gatherings, such as lunches, with students and candidates. Students who participate in these events should complete the same diversity training video required of Search Committee members.

Campus Tour: Campus tours can be arranged through the Admissions department or led by other faculty or staff. Candidates may express interest in seeing facilities unrelated to their immediate position (e.g., athletic facilities, cultural houses), and such requests should be accommodated when possible.

Transportation: Search Committee members are typically responsible for transporting candidates to and from the airport, hotels, and restaurants unless candidates are local. Given the university's high-deductible policies, the committee should be aware of potential liability issues associated with personal transportation, including coverage by individual employees' insurance.

Local Tours and Points of Interest: If candidates request tours of the Rochester area or specific points of interest, campus transportation is subject to similar liability considerations.

Meals: Candidates may have scheduled meals involving students, faculty, or staff, including dinners and lunches.

Interviews During Breaks: In cases where a candidate's visit occurs during a university break or when classes are not in session, efforts should be made to replicate conditions similar to those during standard interview times. Teaching demonstrations should maintain the same prompts, though the audience may include more faculty and staff. Invitations should be extended to students who remain on campus or live locally, and opportunities for committee interviews, campus tours, and meals should be consistent with those offered to other candidates.

VI. REFERENCE CHECKS

The Search Committee Chairperson will obtain permission from candidates to contact their references if this information still needs to be provided in their formal application. The committee will conduct at least three reference checks, documenting feedback on the candidates' strengths and weaknesses. A standardized set of questions will be used for all references, and detailed notes will be taken to guide subsequent deliberations.

VII. THE OFFER

- A. The Department Chairperson or Associate Dean submits the Search Committee's hiring recommendation to the Dean. This recommendation should include a rank-ordered list of the candidates interviewed on campus, highlighting their strengths and weaknesses. If any candidate is no longer viable, this should be noted in the report to the Dean.
- B. [The Dean uses this report to assist the Office of the Provost in composing the letter of appointment.](#)
- C. With the Provost's approval, the Dean makes an offer to the selected candidate.

Tips for Making an Offer:

Initial Contact: Email the candidate to schedule a time to discuss the position. Remember that some candidates may be seasoned professionals, while others might be new to the job market and unfamiliar with the process. For those in the latter group, ensure you are reassuring and patient.

Opening the Call: Begin the phone call by stating, "I have good news—we're very pleased to offer you the position of [exact title, specify whether it is tenure-track or not]."

Present Key Details: Share the most important information upfront: salary, moving expenses (if applicable), teaching load, and whether there is a new faculty reduction for the first semester.

Address Questions and Negotiations: Pause to allow the candidate to ask questions. If they inquire about the possibility of negotiation, be transparent and clear without disclosing details about others' salaries. You might say, "We are open to counteroffers, but New York State employment law restricts us from offering above the top of the published range. Our offer is based on a careful benchmarking process with peer institutions and considers the candidate's experience in similar full-time positions." Be prepared with relevant cost-of-living data, particularly if the candidate is from a region with a significantly different cost structure, such as California or Boston.

Additional Information: After discussing primary considerations, outline other benefits: provided computer, furnished office, travel expenses for faculty (share the current policy but note that it's subject to change), orientation, and the mentoring program. Highlight these aspects to reassure candidates, especially those transitioning from graduate student roles, that there are no hidden costs, and that the institution values its employees.

Next Steps and Decision Timeline: Clearly outline the next steps: "We understand this is a significant decision, and we ask candidates to let us know if they accept or decline the position within one week. If you decide sooner, that would be wonderful. If you need more time, please communicate that to us." Balancing the timeline can be delicate; if other strong candidates are in the running, holding firm on the one-week period may be necessary to maintain engagement with backup options. Extending beyond two weeks is generally not advisable.

Open Communication: Make sure candidates know they can reach out via email or phone with any further questions and be prompt and thorough in your responses.

VIII. POST-ACCEPTANCE PROCESS:

- A. Once the offer is verbally accepted, the Dean will notify the Provost and Human Resources.
- B. The Provost will then send a confirming letter of appointment, and the candidate should respond with a letter of acceptance.
- C. A background check will be initiated at this stage.
- D. The Office of the Provost will inform the Dean and Department Chairperson once the acceptance letter has been received.
- E. The Dean will also notify the Department Chair/Associate Dean and the Search Committee Chair, who may inform the Search Committee. No announcement should be made publicly until the background check is complete and the candidate consents to disclosure.

IX. FINAL STEPS AND RECORD-KEEPING:

- A. Upon clearance of the background check, the Search Committee Chairperson should notify all original applicants that the position has been filled. A suggested wording resource is available for this communication. Candidates interviewed on campus should be personally notified via a phone call.
- B. The Department Chairperson or Associate Dean maintains all pertinent search records, including notes and rubrics. Once all candidates have been informed, these materials should be sent to HR for filing and kept for three years.
- C. Following the hire, the Provost will assist with relocation expenses. New faculty should submit receipts to the Office of the Provost. [Detailed coverage information is available via this link](#)
- D. The Department Chairperson or Associate Dean should arrange this meeting if the candidate still needs to meet the President during their on-campus interview.
- E. The Department Chairperson or Associate Dean should ensure an effective orientation for the new faculty member, typically conducted at the institutional level by the Associate Provost at the start of the fall semester. Note office assignments, summer visits, and other logistical details (funding is limited to the move).