GUIDELINES FOR FULL-TIME FACULTY SEARCHES

General Information

- Ordinarily, a national search is conducted for full-time faculty openings.

- Normally, candidates invited to interview must already have earned an appropriate terminal degree, or expect to receive the degree prior to the beginning of the appointment.

- Normally, faculty hired at the Assistant Professor rank with prior full-time faculty appointment at the college level are awarded one year of credit toward promotion. This results in both the tenure review and promotion review occurring in the same year, i.e., the sixth year of full-time teaching at Nazareth College, thus facilitating the work of the faculty member and the Committee on Rank and Tenure. Faculty hired at the Assistant Professor rank are not ordinarily awarded credit toward the tenure review.

- Qualified minority candidates and candidates who have the ability and interest to contribute to interdepartmental curricular programs and to the college’s efforts to integrate international, multicultural, and gender education into the curriculum are given special consideration.

1. The Department Chairperson, in consultation with the department faculty, identifies areas of specializations and competencies needed in the department, in the context of departmental goals and skills and interests of existing faculty.

2. The Department Chairperson recommends to the Dean the preferred Search Committee composition. Members (usually 3 – 7 faculty) include some/all department members, plus one faculty member from outside the department. The role of the outside committee member is to represent the interests of the college as a whole, as seen in the Mission, Vision, Strategic Plan, and other goals and plans that cross departmental lines. The Department Chairperson may or may not be a member of the Search Committee. The Department Chairperson, in consultation with the Dean, appoints a Search Committee Chairperson.

3. The Search Committee prepares advertisements and announcements and submits them for approval to the Department Chairperson, who in turn, submits them for approval to the Dean and the Vice President for Academic Affairs. Ordinarily, advertisements should include the following statement: Nazareth College, an independent, comprehensive institution with 2200 undergraduate and 800 graduate students, prepares its graduates to serve local and global communities through a wide range of liberal arts and professional programs. Nazareth seeks to hire teacher-scholars with a demonstrated commitment to excellent teaching, student success, and civic engagement, and an understanding of the educational benefits of ethnic and racial diversity in the campus community. The college is located minutes from downtown Rochester, New York, a city noted for its rich arts and
cultural community and its international businesses and industry. Applications from
candidates from diverse backgrounds are encouraged. EOE

4. The Search Committee prepares and submits final copy of ad to appropriate newsletters,
journals, and other professional sources and conducts mailing of position announcements
when appropriate.

5. The Vice President for Academic Affairs places ads in the “Chronicle of Higher
Education” and “Diverse Issues in Higher Education”.

6. Departments should submit, with the proposed job ad, a brief description of the strategies
they will use to attract a diverse pool of applicants. It is expected that search committee
members will actively solicit minority applicants (e.g. via letters and telephone calls to
graduate programs, and contacts with minority caucuses in professional organizations).
When searches have concluded, departments should be prepared to document and report
on their efforts to attract minority candidates to the college during the search.

7. The Search Committee Chairperson keeps the Department Chairperson and the Dean
apprised of deliberations and/or major concerns of the Search Committee.

8. The Search Committee reviews and evaluates all applications, screening out candidates
who are ineligible, using objective screening procedures which ensure fair and equitable
treatment of all applicants. Criteria for screening applicants should include essential
qualifications, but committees should take care to adjust criteria that may unnecessarily
limit the size and diversity of eligible candidates.

9. The Search Committee submits to the Department Chairperson and the Dean a list of all
eligible candidates noting: degree (with institutions), doctoral specialization, teaching
experience, and other pertinent information. The list should be accompanied by a
completed “Report on Diversity in Search Process,” attached to this document.

10. The Search Committee submits to the Department Chairperson and the Dean a list of
approximately 5 – 10 leading contenders, highlighting the strengths and weaknesses of
the candidates. (Attributes need not match job description exactly.) This list should
contain at least one minority candidate unless no eligible minority candidates were
identified. Permission to proceed with searches will be contingent upon the submission
of annual learning outcomes assessment report, due October 1, for the program
conducting the search.

11. The Search Committee conducts preliminary telephone interviews to determine the
candidates’ continued interest and to secure permission to make reference calls.
Candidates should be asked: “Is there anybody whom you wish us not to contact?”

12. The Department Chairperson or the Search Committee conducts at least three reference
checks, noting comments on strengths and weaknesses of candidates.

13. The Department Chairperson or the Search Committee Chairperson contacts institutions
from which candidates obtained degrees, verifying credentials.

14. The Search Committee, in consultation with the Department Chairperson and the Dean,
identifies final candidates to be invited to an on-campus interview. The list of final
candidates should contain at least one minority candidate unless no eligible minority candidates were identified.

15. Before inviting candidates for interviews, the Search Committee Chair should submit to the Chair and the Dean a report on the search process to date, including an analysis of the known or likely affirmative action status of applicants in the pool, a brief explanation of factors that led to minority and women applicants not being included on the list of finalists, and a list or summary of efforts to generate a diverse applicant pool. Copies of all advertisements and announcements should be attached to this form. (Please use the attached sheet to report this information.)

16. The Search Committee Chairperson or the Department Chairperson coordinates on-campus interviews. Usually two to three finalists are invited to campus to interview:
   a. The Department Chairperson extends an invitation for an interview and sends materials (e.g. catalogs, explication of Faculty Manual Relative to Duties and Responsibilities of Faculty, etc.) in advance of visit.
   b. Assists with coordination of travel plans with candidate and encourages use of internet for best available rates. Due to the increasing number of candidates being brought to campus, you are encouraged to locate best airfares including those with Saturday night stay-over and advance purchase requirements. Travel arrangements should be made at least two weeks in advance for lowest rates as last minute arrangements prove to be costly. Department Secretaries are asked to confirm arrangements with the Office of the Vice President for Academic Affairs prior to actual purchase. Assistance with travel arrangements may be obtained from the Vice President’s office.
   c. Arranges transportation to and from Rochester point of arrival.
   d. Arranges for lodging - reservations may be made at any of the following: The Strathallan Hotel (Doubletree), The Hilton Garden Inn Pittsford, or the Courtyard by Marriott Penfield. These all offer special Nazareth College rates and bill the Vice President for Academic Affairs directly. Please contact the Vice President’s office if you wish to make other arrangements.
   e. Arranges for meals - guest meal cards are available for meals on campus. For lunch or dinner off campus with the candidate and search committee representatives, check requests may be used to request chase in advance or you may submit receipts for reimbursement to the Vice President for Academic Affairs. The Office of the Vice President of Academic Affairs suggests that meal expense fall in the following ranges: up to $25 per person for dinner and $15 per person for lunch. (Costs that exceed this amount should be assumed by the department.) The college will pay for meals for the candidate and three accompanying faculty.
   f. Obtains receipts from candidate – prepares check request for reimbursement (Accounts Payable Department requires candidates Social Security number).
g. Coordinates interviews with appropriate members of the College, including the Vice President for Academic Affairs, Dean, Department Chairperson, search committee, other department members, and other faculty with whom he or she will be working and with the President if he is available.

17. During the interview, the Dean reviews college policies and procedures on Rank and Tenure with candidate. The Dean will also ask each candidate if he or she requires employer sponsorship to continue working in the U.S. This should be asked of all interviewees.

18. The Human Resources Department provides answers to questions on faculty benefits. The Vice President for Academic Affairs, Department Chairperson, Dean and search committee members do not provide information on benefits except for what is written in the Faculty Manual and the benefits summary sheet. The Human Resources Department has offered to meet with all candidates who are interviewed.

19. The Office of the Vice President for Academic Affairs will cover expenses for travel (airfare, meals parking, taxi, tolls, and lodging) and advertisements. All check request forms should be sent to the Vice President’s office for processing.

20. The Department Chairperson sends the Vice President for Academic Affairs and the Dean a list of interviewed candidates, noting impressions that were made during the interviews.

21. The Department Chairperson, Dean, or Vice President for Academic Affairs makes job offer following approval of the Vice President for Academic Affairs.

22. Once the offer is accepted, the dean notifies H.R. if the candidate will need employer assistance in obtaining a visa.

23. Upon Verbal acceptance of the offer, the Vice President for Academic Affairs sends confirming letter of appointment and candidate responds with confirming letter of acceptance.

24. The Search Committee Chairperson sends letter to original applicants stating that a person was found who best meets the needs of the department. (Candidates are not given reasons for not being selected.)

25. The Department Chairperson maintains all records and materials pertaining to the search for at least three years from the hire date of the candidate selected.

26. After hiring, the Office of the Vice President for Academic Affairs will reimburse up to $2000 in relocation expenses. Upon completion of move, bill to be submitted by newly hired faculty member to the Vice President for Academic Affairs.

27. The Department Chairperson schedules a time for the new faculty member to meet with the President. This is usually done over the summer prior to the start of the Fall Semester unless the President has met the candidate during the search.

28. The Department Chairperson ensures an effective orientation to Nazareth College for the new faculty member. This includes the assignment of a faculty “mentor” for the first year of teaching when appropriate.
Report on Diversity in Search Process

Please submit this information to the Department Chair and the Dean before inviting candidates to campus for interviews:

Position title: _____________________________________________________________

Department: _____________________________________________________________

Date: __________________

1. Makeup of the applicant pool:

Total no. of applicants ______

Total Female _____________

Total Male _____________

Total Black ________ (Black Female _____ Black Male _____)

Total Hispanic ________ (Hispanic Female _____ Hispanic Male _____)

Total Asian__________ (Asian Female_______Asian Male__________)

Total Native American______ (Native Amer. Female___Native Amer. Male____)

Total International (not Black, Asian, or Hispanic) ___ (Female___Male___)

Total White__________ (White Female___White Male___)

Please also note if there are (to your knowledge) Vietnam era veterans or disabled applicants.

2. Please provide on an attached page the following information:

a) The list of final candidates, indicating their sex and ethnicity

b) A list of any women and minority candidates in the pool but not included on the short list, with a brief explanation for not including them as finalists

c) A description of efforts made, in addition to ads, to generate a diverse applicant pool for this position (an itemized list will be sufficient)

3. Please attach copies of all ads and announcements.