

IUB School of Education Statement of Practice for Faculty Hiring Process

The IU Bloomington School of Education supports the following practices in the hiring of faculty. These practices align with campus policy.

Hiring Process for TT and NTT Faculty. When budget allows, department chairs are asked to submit new faculty search requests to the Executive Associate Dean around the middle of the spring semester.

The **new faculty search requests** are considered at a meeting of the Dean, Associate Deans and Department Chairs and ranked according to priority and needs. Based on projected budget for the next fiscal year, the Dean's office will let the department chairs know how many searches will be allowed to proceed following the ranking of these requests.

Once a search request is approved, the Department Chair will form a **search committee** in consultation with the Executive Associate Dean (EAD). Ideally a search committee will be composed of two ***program*** faculty members, one department faculty member from ***outside the program***, one faculty from ***outside the department***, and a ***student representative***. At least one member of each search committee must have participated in a campus training session on faculty hiring process and all search committee members must review the guidance document, *Policies, Procedures, and Best Practices for Faculty Recruitment*.

Search committee members create a **job announcement** (including evaluation criteria) that will need to be reviewed and approved by the Department Chair and EAD, and then sent to the OVPFAA for approval. The chair of the search committee will then work with the EAD Office to post the announcement in the IU system and place ads in appropriate venues. All IU postings are automatically picked up by higheredjobs.com.

Based on the evaluation criteria specified in the advertised announcement, the search committee **reviews applications** and decides on a list of applicants with whom they want to conduct phone/online interviews. This list needs to be approved by the department chair, and the EAD and sent to the OVPFAA for approval. The search committee develops a set of appropriate interview questions and conducts phone/online interviews. Following these interviews, the search committee then recommends candidates (typically 3) to invite for an on-campus interview, and works with the EAD Office and department administrators to complete appropriate paperwork and develop a **campus visit schedule**. The search committee should also call the references of the top three candidates invited for a campus visit. At a minimum, the campus visit schedule should include:

- provisions for transportation and lodging, including to and from the airport, and between the hotel and campus
- provisions for meals, listing faculty (and students) attending meals
- a meeting with the search committee

- a presentation (including time to set-up and time for questions) – all faculty and students should be invited to attend
- a meeting with students
- 30-minute meetings with each of the following individuals: Dean, EAD, Department Chair, Associate Deans, Assistant Deans (DEI and Undergraduate as appropriate)

Following each candidate’s campus visit the search committee **solicits feedback** from faculty and students. After all campus visits are complete, the search committee writes a report based on all information gathered during the process. The **search committee report** should clearly outline the strengths/merits and limitations of each candidate and specify whether or not each candidate is qualified for the position and could be recommended for hiring. The report should be submitted to the Dean with cc to the department chair and the EAD. It is the Dean’s prerogative to decide who will receive the first offer.

The search committee should inform candidates of their status in the search after an offer is accepted and/or the search is closed.

Hiring Process for Strategic Hires – A request for a possible strategic hire has to be made to the Dean who will request approval to use strategic funds from the Provost. After approval, a small committee will be formed (composition similar to a search committee) to organize a campus visit for the strategic hire. The campus visit, solicited feedback and committee report will be similarly organized as those for approved regular searches. Three letters of recommendation, an updated CV and course evaluations (if available) will be requested before making a final recommendation to the Dean. Following a positive hiring recommendation an offer will be made to the individual. After this offer is accepted verbally, the offer letter and a search waiver have to be approved by the OVPFAA before sending the letter out for official acceptance and signature. If the individual is hired at the associate or full level, the search process follows the same expedited promotion and tenure review as required for regular searches hiring at those levels.

Faculty Vote in the Department—When new faculty are hired at the **assistant** level (or lecturer) the department faculty entrust the search committee to make the hiring recommendation, except for strategic hire assistant professors which requires a vote of all department faculty. For new faculty hired at the **associate or full** level (or senior lecturer and teaching professor) all department faculty at the *appropriate rank* are required to vote on the hiring as a part of the expedited promotion and tenured process required by the VPFAA. The department chair also writes a P&T letter to the School of Education P&T committee where the case is reviewed and a recommendation is submitted to the Dean who will also provide a recommendation to the VPFAA.

April 2020

References

- <https://vpfaa.indiana.edu/policies/bl-aca-a1-academic-appointments/index.html>
<https://vpfaa.indiana.edu/doc/policies-procedures-best-practices-faculty-recruitment.pdf>