

# MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

**Policy Name: Faculty Search Procedure Guidelines**

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## SEARCH PROCEDURES POLICY STATEMENT:

Faculty searches are designed to meet the needs of the University for a faculty strong in teaching, scholarship, and service, and for a faculty that is diverse. Faculty appointments are subject to the Policy adopted by the Board of Trustees “to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, gender or national origin...”

The Faculty Search Procedures described below are designed to implement the above Policy by helping departments obtain a pool of qualified candidates and proposing a process so that this pool is appropriately reviewed to meet the needs of the University as well as of the department. Whenever possible, faculty searches should be initiated early in the fall semester of the academic year to ensure Monmouth University is competitive in hiring highly qualified candidates.

The Director of the Office of Equity and Diversity consults with the Provost regarding all faculty recruitment, overseeing the process and providing assistance to help departments and deans obtain representative applicant pools.

## FACULTY SEARCH PROCEDURES

1. For any position, the Department meets to discuss Departmental needs and the qualifications required.
2. Department (through the Department Chair or designee) consults with the Dean who is responsible for the final determination for the need, the description, and the qualifications required for the position.
3. The Dean presents proposed position to Provost for approval, ideally by August 1.
4. The Provost notifies Dean and Dean notifies Department Chair of approval or rejection; salary for the position is approved by the Provost after discussion with the Dean.
5. The Dean appoints the Search Committee, utilizing the advice of the Department:
  - a. Search Committees should normally consist of tenured and tenure-track faculty.
  - b. Generally, a Search Committee should include a representative from an allied but separate Department as appropriate.
  - c. Depending on circumstances, non-tenure track faculty and/or non-faculty personnel (e.g., lab technician, administrative personnel in the same discipline, etc.) may be appointed to the Search Committee.
  - d. Normally, the Department Chair will not serve as a member of a faculty Search Committee within the same department, as Chairs are expected to make an independent recommendation regarding the candidates to the Dean.
6. The Department Chair will submit a Personnel Action electronically through the Monmouth University online system. Follow the instructions in the “Hiring Manager User’s Guide” at <http://jobs.monmouth.edu/hr>.
7. As a rule, ads for faculty searches should be placed no later than October 1. The Dean is responsible for recommending appropriate venues for advertising, utilizing the advice of the Department, Office of Equity and Diversity, and Human Resources, who will coordinate with the University’s advertising representative for all online and print venues. To promote hiring of a diverse faculty, the advertisement should be sent to the venues discussed and agreed upon.
8. Search Committee Chair, if necessary, meets with Director of the Office of Equity and Diversity to discuss search plan. Otherwise, details are listed in the Personnel Action.
9. Dean meets with the Search Committee or its Chair to discuss the search and the need for faculty diversity.
10. It is the University’s expectation that all members of the Search Committee participate fully in the search.

11. The Director of the Office of Equity and Diversity will present a group workshop on search procedures at Monmouth University each fall prior to the start of the faculty search process, preferably in September. Deans and Department Chairs (or their designees) and Search Committee Chairs are expected to attend once. Members of the Search Committees are invited to attend.
12. When possible, the Search Committee should begin the review of applications by November 15. The Director of the Office of Equity and Diversity shall concurrently review the applicant pool to confirm that candidates meet the required qualifications and to provide his/her input to the Dean in a timely fashion.
13. All candidates for positions must electronically submit through the online system a letter of application indicating interest and qualifications for the position, a copy of their current vita, and three letters of recommendation. When available, candidates must also submit teaching evaluations and representative publications/or creative works. Review of these materials should be part of the decision-making process in determining the short list of candidates and the finalists invited for campus interviews and in any formal job offer.
14. Generally, the short list of candidates should be identified by December 1. Once the Search Committee has identified a short list of candidates, group phone interviews should be arranged with each candidate. When possible, all Search Committee members should participate in the phone interview. The Department Chair and the Dean (or his/her designee) should be invited to the group phone interviews. The questions used during the phone interview should be written in advance and asked of all candidates. Relevant follow-up questions can be generated by participants during the actual interview process. Phone interviews should be logged in the online posting.
15. In addition to the letters of recommendation noted in item 13 above, the Search Committee can contact references by phone for additional information as required. The Search Committee Chair should be responsible for making the calls, and a log must be kept for all telephone calls.
16. The Search Committee consults with Department Chair and the Dean on the candidates they wish to bring to campus and the Dean approves the candidate list; as a rule, no more than three candidates will be brought to campus for interviews. Generally, interviews should take place between January 2 and February 28. On-campus interviews should be logged in the online posting. An applicant's status should be updated accordingly in the online list.
17. To minimize search costs, a maximum of three faculty can be reimbursed for meals with a candidate at an off-campus venue; exceptions to this rule may be approved by the Provost for meals on campus when necessary.
18. Candidates (with the exception of one-year temporary Instructor appointments) are interviewed by the Department, Dean (or designee), and Provost (or the designees of the Dean and Provost); Deans and Provost may choose not to interview instructor candidates. Human Resources should be included on the internal schedule for a benefits briefing.
19. The Search Committee and the Department Chair are responsible for sharing plans for the mentoring of new faculty with all candidates who are interviewed.

20. During the campus interview process, candidates are expected to present a talk on their research agenda or, when appropriate, how they incorporate research in their practice, e.g., Nursing candidates. Candidates may also be asked to teach a class when appropriate.
21. All Department faculty members are expected to participate in the search process; their views should be solicited in writing by the Search Committee and Department Chair.
22. Searches should incorporate students in the major and closely related disciplines by means of candidate presentations to a class or other venue; student views are solicited.
23. The Search Committee recommends a ranked list with rationales of three candidates to the Department Chair who transmits this recommendation, along with his/her own ranked list, to the Dean utilizing the online Hiring Proposal; this process should be initiated by March 1 whenever possible.
24. The Dean is provided all supporting documentation on the recommendations and in consultation with the Department Chair makes a recommendation to the Provost utilizing the online Hiring Proposal.
25. The Provost Office forwards the online Hiring Proposal electronically through the online system to the Office of Equity and Diversity for review and approval.
26. The Provost's Office and the Office of Equity and Diversity will coordinate on the completion and review of the required search documentation.
27. Once there is agreement on hiring a candidate between the Dean and Provost the Dean or designee will contact the candidate to inform them of the recommendation and discuss the details of an offer (approved by the Provost) with the proposed candidate; the Dean's designee is not to negotiate the terms of the appointment beyond the original offer without permission of the Dean. The written, formal offer is made by the Provost.
28. The Provost, Dean, and Director of the Office of Equity and Diversity will monitor the hiring process in all its phases and, in the event of compliance concerns, may intervene in the process or cancel the search. Starting in the fall 2005, all finalists for faculty positions will have to provide a signed release form so that we may verify that they meet the qualifications of the position and have a clear criminal record.
29. All related documents are stored in the Dean's Office for at least two years.
30. Appointment letters for full-time faculty are extended by the Provost on behalf of the President once all search related documentation (including background checks) are completed and forwarded to the Director of the Office of Equity and Diversity.
31. All participants in the search process are responsible for maintaining the confidentiality of search documents and the process.

## **ADJUNCT SEARCH PROCEDURES**

1. Academic Departments will submit their requirements to the Office of the Provost. The Office of Human Resources will electronically create a block ad through an online Posting and forward through the system for approvals (see Hiring Manager User's Guide).
2. The Office of the Provost advertises for adjuncts twice a year.
3. When the online Posting is approved, the block ad will be created and advertised in the Asbury Park Press, as well as online.
4. Responses to the ad are electronically received directly by the Dean or Department who will use this pool of candidates to fulfill adjunct requirements for two semesters.
5. Dean or Department Chair will be responsible for monitoring and electronically changing the applicant statuses as appropriate. The online documentation should include a list of candidates in the pool, who was interviewed, date and time of interview, and who was selected for the position.
6. Departments will make their selections for requirements from these pools and forward their online Hiring Proposals as outlined in the Hiring Manager User's Guide.
7. Applicant pools will be good for one year. Applicants will be considered two times for vacant positions for which they qualify.

**FULL TIME FACULTY SEARCH CHECK LIST  
TO BE SUBMITTED TO DEAN'S OFFICE**

NAME OF SEARCH: \_\_\_\_\_

CHECK LIST PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Proposed Position	Department meets to discuss Departmental needs and the qualifications required for a proposed position	
	Department Chair consults with Dean for approval of position	
	Dean presents proposed position to Provost for approval	
	Provost notifies Dean and Dean notifies Dept. of approval or rejection	
Online Personnel Action  (see Hiring Manager User's Guide)	Chair electronically forwards to Dean	
	Dean electronically forwards to Asst. VP for Academic Budgets	
	Asst. VP for Academic Budgets electronically forwards to Provost	
	Provost electronically forwards to Human Resources	
	Human Resources electronically forwards to Office of Equity and Diversity	
	Office of Equity and Diversity electronically forwards to Senior Accountant	
Postings and Advertisements  (see Hiring Manager User's Guide)	Senior Accountant electronically forwards to Human Resources to prepare draft posting	
	Human Resources prepares draft posting	
	Human Resources electronically forwards draft posting to Office of Equity and Diversity	
	Office of Equity and Diversity reviews/approves and electronically forwards to Human Resources for release	
	Human Resources copies Department Chair and Dean for review/approval	
	Tenure-track postings to leading discipline-specific publications and web sites via Human Resources through University advertising representative	
Search Committee	Postings to encourage minority applicants:	
	Department Chair discusses composition with Dean. Should normally consist of tenured & tenure-track faculty. If appropriate, non-faculty (e.g., lab technician or administrative personnel in same discipline) may be added.	
	Dean appoints Search Committee	
	Dean, in consultation with department, decides if Department Chair should be part of Search Committee	
	Includes member of allied department	
	Search Committee names should be included in electronic Personnel Action	
Meeting of Search Committee (or Chair) and Department Chair with Dean		

	Meeting of search Chair, if necessary, with Director the Office of Equity and Diversity	
Applications (see Hiring Manager's User Guide)	Only online applications are considered. Qualified applicants are viewed by Hiring Official and Search Committee members. Cover letter and c.v. must be attached	
Search Committee (follow Hiring Manager's User Guide)	Screens applications	
	Evaluates applicant credentials	
	Checks with Dean to see if there are any qualification issues with applicant pool	
	Meets with Department Chair to review credentials. All members of the Search Committee are expected to participate fully in the search	
	Phone reference checks made	
	Phone interviews conducted	
	Should log interview dates and times in online posting and update applicant statuses accordingly	
	Meets with Chair to decide on interviews at professional meetings and to select candidates for campus interviews	
	Search Committee and Dean produce a mutually acceptable short list for campus interviews	
Candidate Interview Procedures	List and documentation of at least three candidates given to Dean (application letter, CV, referee letters, teaching evaluations, publications)	
	Teaching demonstration arranged in class, whenever possible	
	Faculty research/professional presentation arranged	
	Interviews arranged with department faculty, Dean, and Provost (or designees). Meet with Human Resources for benefits overview	
	Search Committee/Department Chair should log interview dates and times in the online posting and update the applicant statuses accordingly	
	All department faculty are expected to participate in search process	
	Views of majors solicited	
	Mentoring plans shared with applicants	
	Minority applicants informed of NJ MAC program to apply for educational loan reductions	
Selection (See Hiring Manager's User Guide)	Search Committee seeks faculty and student input on candidates	
	Search Committee makes recommendations to Department Chair	
	Ranked recommendations given to Dean by Search Committee	
	Ranked recommendations given to Dean by Department Chair	
	Hiring official/Department Chair electronically initiates online Hiring Proposal and forwards to Dean	
	Dean, if approving recommendation, electronically forwards Hiring Proposal to Provost	

	Provost electronically forwards Hiring Proposal to Office of Equity and Diversity	
	Office of Equity and Diversity electronically forwards approved Hiring Proposal back to Provost for offer pending background check	
	Dean or designee negotiates appropriate offer in consultation with Provost	
	Written offer made by Provost on behalf of the President	
Final Report/Documents	Kept in Dean's Office for two years	
	All participants are responsible for maintaining the confidentiality of search documents.	

**PROVOST, DEAN, AND DIRECTOR OF THE OFFICE OF EQUITY AND DIVERSITY MONITOR THE HIRING PROCESS AND, IN THE CASE OF COMPLIANCE CONCERNS, MAY INTERVENE IN OR CANCEL THE SEARCH**

05/30/2012