

## Hiring Protocols for Faculty Positions (revised as of July, 2023)

### For Hiring Tenure-Track Faculty:

- Request new position or reauthorization from APSC. Please see the [APSC website on faculty positions](#) for detailed instructions on requesting positions as well as what *must* be included in the language of the job advertisement. You will need to send a copy of the draft ad to Senior Associate Provost Catrina Hamilton-Drager ([hamiltoc@dickinson.edu](mailto:hamiltoc@dickinson.edu)) for approval. Note that in order to help with the diversity of the applicant pool, we require that you include the following sentence in the body of your ad: “The ability to create inclusive learning environments for an increasingly diverse student body will be an important characteristic of the successful candidate.”
- When you receive approval, have your ADC post your ad on Dickinson’s internal job application site QUEST (help with posting can be provided by HR Services). You may not advertise anywhere else *until after* the position is officially posted on the site.
- Once your position is posted on QUEST, Katie Landis ([landiska@dickinson.edu](mailto:landiska@dickinson.edu)) in the Senior Associate Provost’s office will post the description on HigherEdJobs.com.
- You may advertise in venues appropriate to your discipline. Provost Renée Cramer ([cramerre@dickinson.edu](mailto:cramerre@dickinson.edu)) has funds to support these ads, though these funds are not unlimited; please be judicious. Please contact Kelly Ellis ([ellisk@dickinson.edu](mailto:ellisk@dickinson.edu)) in the Provost’s office for the appropriate account number. When you post beyond QUEST, be sure to copy the college’s EEO statement, *word for word*, into the text of your ad. This statement *must* appear: “The College is committed to building a representative and diverse faculty, administrative staff, and student body. We encourage applications from all qualified persons.” Please contact Director of HR Services Dennette Moul ([mould@dickinson.edu](mailto:mould@dickinson.edu)) and/or Vice President and Chief Diversity Office Tony Boston ([bostont@dickinson.edu](mailto:bostont@dickinson.edu)) to discuss strategies for developing a diverse applicant pool.
- At the appropriate time, you (and your entire department or a designated hiring committee) should review applications and narrow the field. If you wish to interview at a professional meeting, be sure to contact the Provost for approval/funding. Initial interviews should be conducted via Zoom or Skype, candidates may be brought to campus for their final interview. Dennette Moul is a good resource for guidance on how to conduct interviews.
- While many departments use hiring committees for initial screenings, it is important to involve all tenure-line members of your department in the hiring decision. This includes junior members as well. This is especially the case as you discuss bringing candidates to campus. Note that you should make every effort to include at least one qualified diversity candidate among those you wish to interview.
- We typically allow two candidates to have campus visits in the course of a tenure-track search; three are allowed if one is either female or a member of an under-represented minority. Please submit the names of those you wish to bring to campus to the Provost *before* you extend an invitation to anyone as he *must* authorize these visits.
- As early as possible, arrange with Kelly Ellis ([ellisk@dickinson.edu](mailto:ellisk@dickinson.edu)) for your candidates’ interviews with the Provost. It is important that there be adequate lead-time to set up these interviews as there are many competitors for time with the Provost.

- Once on campus the candidate should meet with as many members of the department/program as possible as well as a representative group of students. A lecture or presentation to an audience that includes students is normally expected. The College will provide up to a maximum of approximately \$150 for the department faculty to host candidates for a meal during their visit, this is limited to three current faculty members plus the candidate (receipts should be sent to Kelly Ellis). Note that diversity candidates often benefit from an opportunity to meet informally with existing faculty that represent aspects of the candidate's diversity so you should consider incorporating this into their visit.
- After your last candidate has left campus, solicit the Provost's views of them *before* you have a department meeting to decide on whom you wish to hire. Do not extend an offer to a candidate without first consulting with the Provost.
- Once you have settled on the candidate to whom you wish to make an offer, inform the Provost, Kelly Ellis, and Catrina Hamilton-Drager. The Provost will then authorize an offer and indicate a salary. You can then call the candidate and make an informal offer of the position.
- After you have made the offer by phone, contact the Provost, Kelly Ellis, and Catrina Hamilton-Drager. Kelly will send out an offer letter by e-mail and follow up with a hard copy. The candidate will have one week from the receipt of this letter to reply. While the candidate may reply initially by e-mail, a final appointment letter will not be sent until a signed hard copy of the acceptance is received by the Provost's office.
- The offer letter will contain the appropriate salary figure as well as a figure to help cover moving expenses. If the candidate wishes to negotiate *any* part of the offer, refer the candidate directly to the Provost. You are not authorized to negotiate for the College; only the Provost can do so. (By the way, you should also resist – and urge your colleagues to resist – the temptation to suggest to a candidate a list of things you think they should ask for. You are an agent of the College here, not the candidate's agent.)
- If your first-choice candidate decides not to accept an offer from Dickinson, you should be prepared to make an offer to your second (or even third) choice. Use the process above to do so. If you should reach a point at which you have no acceptance and no other candidate whom you regard as viable, please be in touch with the Provost to discuss your next step(s).
- As soon as the successful candidate has accepted the position in writing then Human Resources will direct the QUEST system to automatically notify all of the unsuccessful candidates that the search has concluded. As a professional courtesy, you should send a personal e-mail to the candidates who were brought to campus for interviews in order to thank them for their participation. Please be as considerate as possible in your dealings with all applicants during the search process.

**For Hiring Non-Tenure Track, Full-time Visiting Faculty:**

- The hiring process here mirrors the process for tenure-track hiring with only a few exceptions.
- If you wish to request permission to hire a full-time visiting faculty member (Visiting Assistant Professor or VAP), please use this [Form](#). They will assess need and

determine if funding is available. When the Provost makes a decision on proceeding (or not), Catrina Hamilton-Drager will notify you.

- It is our standard procedure to hire full-time VAPs to replace *only full-year sabbatical leaves or leaves of absence*. In the case of one semester leaves departments are expected to absorb courses or, with permission, use adjuncts to offer the courses. Because faculty taking a single-semester sabbatical must take their sabbatical during their two-course semester, there should be less pressure to hire replacements. All this said, there may be valid reasons to request an exception to this standard. You should do so in an e-mail to the Provost, Deb Bolen, and Catrina Hamilton-Drager. When a decision has been made on your request, Catrina Hamilton-Drager will notify you.
- *Note that over at least the near-term future there will be a general effort to reduce the number of VAPs hired each year. Therefore, departments should carefully consider the possibilities of sharing VAPs with other programs and/or filling course needs with existing faculty teaching overloads or adjunct faculty hired on a per-course basis.*
- Catrina Hamilton-Drager will interview your full-time VAP candidates when they come to campus so please contact Katie Landis to schedule an interview. We expect you to limit on campus visits to two candidates for visiting positions.

#### **For Hiring Part-time Adjunct Faculty:**

- Department chairs must submit requests using this [Form](#). This is the case even if you have regularly relied on an adjunct to offer courses in your department. Indicate the reason for requesting the position -- typically student demand, but other staffing needs may apply (replacing a course for a faculty member on reassigned time, for example). These requests may be submitted any time, but they will most often be tied to course submissions (September/February) or after student course requests (October, March, and July). Requests will be reviewed in light of demand and resources available; the Provost has final approval. Note that part-time adjuncts cannot teach more than 2 courses per semester and that the current stipend per course is \$4,600 (this is somewhat flexible).
- The process for hiring of part-time adjunct faculty is less formal and regularized than that for full-time faculty. Departments typically search for individuals to fill these positions via professional contacts, networks in the field, and/or communications with graduate programs at research universities in the region. There is no requirement for posting an ad on QUEST, however if an advertisement is used it should adhere to the same APSC-approved language requirements discussed above with the appropriate modifications in terms of number of courses that will be taught.
- Applicants are typically evaluated by the chair and/or a search committee and one or two then visit campus for an interview (or they interview by phone/Skype) where they meet with the chair and a select group of faculty, as well as visit the HRS Office. Note that travel funds are typically not available to support the interview visits of adjunct faculty candidates and that they do not meet with a representative of the Provost's Office. Once the top candidate is identified the chair needs to send his/her CV to FPC (via Catrina Hamilton-Drager) for approval prior to the extension of a formal contract offer by the Provost's Office.