



# POLICY AND PROCEDURAL GUIDELINES FOR FACULTY SEARCHES

OFFICE OF ACADEMIC AFFAIRS • PROVIDENCE COLLEGE

## INTRODUCTION

In its appointment of Ordinary Faculty, Providence College is committed to the maintenance of the highest standards in instruction, scholarship, and service to the College and its professional and social communities. Mindful of its heritage, the College, in all of its searches for full-time faculty, seeks men and women qualified in their academic disciplines, normally holding the terminal degree, who have demonstrated excellence, or who have the potential for excellence, in teaching and scholarship, and who support and foster the College's mission and character as a Catholic and Dominican institution. To preserve that character and further its mission, the College appoints to the Ordinary Faculty, without formal searches, Dominican Friars qualified in their academic disciplines.

Few decisions can influence the future of the College more importantly than the appointment of highly qualified faculty committed to the mission of the institution. The search for and appointment of such faculty is an undertaking of considerable consequence. Searches must be conducted with thorough attention to approved procedures and guidelines to ensure the growth and development of the College as an educational institution with its own distinctive heritage and mission. What follows is an outline of the process that all academic departments are expected to observe in their efforts to recruit and appoint new tenure-track faculty. For part-time faculty or those with term appointments, a local or regional search is usually conducted with less elaborate search procedures.

## I. AUTHORIZATION

The department chair or program director shall present to the provost through the school dean the department's or program's request for a faculty position. This request will ordinarily precede, or occur simultaneously with, the department's or program's budget request for the following fiscal year. If the provost endorses the request, he shall submit it to the President for authorization to allocate the position. If the position is authorized, the provost shall send formal notification to the department chair or program director.

## II. SEARCH COMMITTEE

The department chair should work with the school dean in the creation of a search committee and appointment of a chair. The search committee should include at least three other members of the department, the majority of whom should be tenured or have a letter of intent to tenure of the department. Attention should be given to having a diverse representation of committee members whenever possible, i.e., gender, race, ethnicity, etc. As appropriate, the committee may also include a member of another department in the College.

While students cannot be members of the committee, the search committee may devise a process that permits student feedback on candidates' teaching and/or presentations. For interdisciplinary appointments, the search committee shall also include the program director and one other faculty member to be named by the program director.

## III. ROLE OF THE SEARCH COMMITTEE

The role of the search committee is to oversee the recruitment process to ensure that a thorough and fair search is conducted while protecting the confidentiality of all applicants' materials. The search committee chair shall submit to the school dean for approval a search plan (details listed below) and recommendations for the ad placement. The search committee is responsible for screening and evaluating application materials and coordinating the interview process detailed in this policy. Once interviews and campus visits are completed, it is the responsibility of the search committee to present its recommendations concerning the finalists to the Ordinary Faculty of the department, maintain the integrity of the search files and notify the candidate pool once the position has been filled.



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## IV. SEARCH

An external search shall be deemed unnecessary if either of the following conditions applies: (1) a Dominican Friar, qualified for the position, is available or (2) appropriate approvals are secured for the appointment of an adjunct faculty member to a tenure-track position. If either of these conditions exist, candidates still must interview with the Administration and their credentials must be reviewed by the department and the Committee on Academic Rank and Tenure. If neither of these conditions applies, then an external search shall be initiated.

At the time the department submits its position description, the provost shall take appropriate steps to determine if there is any member of the Dominican community who should be considered for appointment. Those steps will include the forwarding of the position description to the Regent of Studies and, as deadlines permit, the inclusion of the description in the Provincial News Digest. If the President and the provost, in consultation with the department chair, and where appropriate, a program director, determine that a Dominican Friar, qualified in the discipline, is available, the name, professional credentials and proposed rank of the Dominican Friar shall be submitted by the provost to the Committee on Academic Rank and Tenure.

If an external search is to be initiated, the department shall submit to the school dean a search plan that includes the following:

1. the deadlines that will be established for the various stages of the search process, e.g., the submission of applications and nominations, initial review of candidates, the designation of candidates for further review, the procedures to be employed in the checking of references, and the timing of on-campus interviews,
2. the actions that the department will take to assure the application of an adequate number of qualified individuals, the actions the department will take to assure the application of qualified candidates who have attended Catholic schools, colleges, and/or universities and who support and foster the College's mission and character as a Catholic and Dominican institution (e.g., letters to appropriate departments in Catholic colleges and universities),
3. the candidates' submission of responses to the College's mission prior to the departmental search committee's determination of candidates to be invited to campus,
4. the submission of the materials for 3 candidates recommended for on-campus interviews to the Provost's Office prior to the extension of invitations to visit the College,
5. on-campus interviews with the department chair, the search committee, the school dean, the provost, and the President or his designee, and
6. the candidates' demonstration of effectiveness in teaching.

## V. POSITION ANNOUNCEMENTS

The provost must approve any proposed advertisements for open positions. The most common placement of ads is in professional/disciplinary journals and electronic listserves. Insofar as it is possible, announcements for positions should be placed in those venues that will maximize the pool of diverse and qualified candidates while minimizing costs. In addition to professional or disciplinary sites, the College advertises in HigherEdJobs.com and posts the position on the College web site. Search committees are encouraged to use the electronic application process to manage their searches. The Senior Executive Assistant in the Office of Academic Affairs will work with departments on the actual placing of ads once they are approved.



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## Sample Ad - (tenure-track):

The Department of Psychology at Providence College invites applications for a tenure-track assistant professorship commencing fall 2010. Candidates should possess a Ph.D. in psychology and demonstrate excellence in undergraduate teaching, the ability to establish a scholarly research program, and a willingness to be active in service to the college and community. Complete details on this position are available on the College web site at: <http://www.providence.edu/About+PC/Employment+Opportunities/>

Application deadline is November 30, 2009. Providence College is a Roman Catholic four-year liberal arts institution conducted under the auspices of the Dominican Friars and seeks candidates who can affirm and contribute to its mission. An AA/EOE, the College especially encourages the applications of women and persons of color.

## VI. MISSION RESPONSE

The provost and the President or his designee must approve the mission responses of all final candidates for Ordinary positions and the provost approves responses for Adjunct positions **before** they are invited to campus for interviews. Once three finalists are identified, complete dossiers (letter of application, *curriculum vitae*, transcripts, three letters of recommendation) on all finalists must be submitted, along with the mission response, to the President and the provost for their approval. Only then will the provost and the Executive Office approve on-campus interviews.

Providence College welcomes applications from candidates for faculty and staff positions who can affirm and contribute to its mission. As a formal part of the hiring process, individuals are asked to respond to the College's mission. In so doing, Providence College is initiating a conversation about candidates' level of understanding of, comfort with, and willingness to contribute to, a uniquely Catholic and Dominican approach to a liberal arts education. For prospective faculty members, this is a question of whether their teaching and scholarship can flourish at Providence College and how their work addresses critical elements of the mission – its Catholic and Dominican character, academic excellence, and the liberal arts. For prospective staff and administrators, it asks candidates how they think that they can contribute to the mission by their work and service. Being in service to the mission is the responsibility of all members of the community. Accordingly, department and program faculty, members of the Committee on Academic Rank and Tenure, and the administration should take the mission response into account in vetting candidates and making recommendations for appointment to the President.

The Office of Academic Affairs prepared two documents to assist prospective faculty members in preparing their response to the mission – “Response to the Providence College Mission” and “Reflections on the Mission of Providence College.” These documents clearly convey the importance of this exercise to candidates and should obviate the need for revised statements if the initial responses are deemed unacceptable. These documents are also available on the Academic Affairs web site at:

<http://www.providence.edu/Academic+Affairs/Faculty+Searches.htm>

## VII. SCHEDULING INTERVIEWS AND ON-CAMPUS VISITS

No interviews can be scheduled until the provost and the President have approved the mission responses and the department has been notified. In order to make scheduling more efficient, specific interview time has been reserved on the calendars of the provost and the President. A maximum of three (3) candidates may normally be brought to campus for interviews. Normally, one or two candidates are scheduled for interviews with the provost for a term appointment. Interviews should not be scheduled with any candidates until the availability of those who will be



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involved in the interview process has been confirmed. In addition, a lead time of at least four weeks is necessary to make cost-effective airline and hotel reservations.

An interview is only one aspect of the recruitment/search process. Departments may want to consider having candidates deliver a lecture, conduct a class or seminar, and meet with students. It is important, however, that the same itinerary be followed for all candidates who are scheduled for on-campus interviews. The department chair is responsible for maintaining confidentiality throughout the search process, both in terms of access to application materials and discussing the candidates' credentials. Adjunct faculty should never review application materials or participate in departmental discussions of the candidates for an Ordinary faculty position.

## VIII. FACULTY RECRUITING AT CONFERENCES

Travel expenses for one member of a department may be covered by the Office of Academic Affairs for the purpose of interviewing applicants at conferences or professional meetings. This expense must be pre-approved by the provost and any faculty approved for such travel should follow the guidelines established under the Faculty Travel Policy. A Travel Expense Report must be submitted to the Office of Academic Affairs upon the completion of travel.

## IX. AIRLINE RESERVATIONS

The College currently has an arrangement with Pearson Travel for airline reservations. The candidate or the department may call Pearson Travel directly; the agent will call the Office of Academic Affairs for confirmation and billing instructions. Pearson Travel office hours are Monday through Friday 8:30 a.m. to 5:00 p.m. Contact information: PH: (401) 438-8400; (800) 336-1066. Ask for Marilyn or Becky for assistance. In addition, a candidate may make his/her own reservations on-line if the airfare amount is pre-approved by the Academic Affairs Office.

## X. HOTEL RESERVATIONS

One night's stay is preferred unless a candidate travels a long distance. The department should call the hotel directly and ask for PC's preferred rate and obtain a confirmation number. Once the reservation is made, the department representative must call the Office of Academic Affairs (x2155, 2356) to approve the reservation. Reservations must be authorized the same day the reservation is made. In the event a candidate withdraws his/her candidacy or the interview is cancelled or rescheduled, departments are responsible for cancelling hotel reservations.

**Biltmore Hotel:** 421-0700

**Marriott Hotel:** 272-2400, x 7807 (ask for Group Sales Coordinator)

**Hampton Inn & Suites Providence Downtown:** 608-3500

PC will only cover room charge. Other **approved** items (meals, parking, etc.) will be billed to the candidate's credit card to be reimbursed upon submission of receipts.

## XI. INTERVIEW COSTS

Departments are asked to keep costs reasonable by limiting the number of faculty taking a candidate to dinner, and using Raymond Hall or Alumni Food Court for lunch if appropriate. If a candidate is taken to a local restaurant for dinner, it is recommended that a maximum of 3-4 people (including the candidate) be included with the total expense not to exceed \$150-\$200. **Itemized receipts** for any expenses incurred by the candidate or the department members, should be submitted to the Office of Academic Affairs for processing.



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## **XII. FINAL SELECTION**

Once on-campus interviews are completed, the department chair should submit the recommendation of the department for a tenure-track appointment to the school dean. The department's recommendation should include an assessment of all of the candidates interviewed on campus, including their strengths and weaknesses in light of the advertised position and their expected contribution to the mission of the College and the department. The school dean will forward hiring recommendations to the provost. The provost shall present to the Committee on Academic Rank and Tenure one name for its review and recommendation. The President, after receiving the recommendations of the department, the provost, and the Committee on Academic Rank and Tenure, shall inform the provost of his decision.

The provost shall inform the department chair, school dean, and the Committee on Academic Rank and Tenure of the President's decision. If the President decides to appoint, the provost shall negotiate an initial contract with the selected candidate. All such initial appointments shall be for one academic year or less, typically commencing on September 1st. All subsequent appointments shall be for one year commencing July 1, ending June 30.

For Ordinary Faculty, time spent teaching in a full-time capacity in the rank of Instructor or above at another accredited baccalaureate or graduate institution of higher learning may be, but need not be, credited in the calculation of the length of the probationary period, with one year of credit for every year so spent. Providence College reserves the right in such cases to require the faculty member to serve a probationary period of four years at the College, even though this may extend the faculty member's total probationary period in the academic profession beyond the normal maximum of seven years. All commitments regarding credit toward the term of the probationary period must be given to the new faculty member in writing at the time of the initial appointment or no later than March 1 in the initial year of service at Providence College if additional time is required to verify or evaluate whether or what credit is appropriate for the faculty member's teaching experience elsewhere.

Any change in the number of years of credit toward tenure shall be made as a written bilateral agreement prior to March 1 in the initial year of service at Providence College.

## **XIII. OFFERS OF EMPLOYMENT**

Only the provost can extend an offer to a candidate for a faculty position and negotiate terms of employment. This takes place once the interview process is complete and the President has approved the recommendations from the provost and the Committee on Academic Rank and Tenure. Once a signed acceptance of an offer is received by the Office of Academic Affairs, the department will be notified so that the department can inform the unsuccessful candidates for the position.

## **XIV. DOCUMENT RETENTION**

Files and supporting documentation on all applicants should be retained for one year following the search. If a department prefers, files may be sent to Human Resources (Patricia Beland) for retention.

*Approved July 2007. Updated June 2008; July, October 2009.*