

Faculty Hiring Steps

STEPS IN FILLING FULL-TIME FACULTY POSITIONS

*(Note: All forms and documents mentioned in these instructions are linked to the Office of the Provost website under the heading **Faculty Recruitment Guidelines and Forms**).*

1. The Provost will invite staffing requests by August 15th each year and provide the relevant form to fill out. All faculty vacancies will be reviewed by the Educational Policies Committee and the Provost in consultation with the President. See “EPC’s Review of Faculty Lines.”
2. Complete a “Faculty **Vacancy** Request” form and send it, along with the job ad, to the Provost for review/approval (email an electronic version of the job ad to the Provost and Executive Assistant). On the Faculty Vacancy Request form the chair **must** include at least one site that targets potential candidates of under-represented groups. The Vacancy Request form also allows for the chair to suggest discipline-specific sites.

Each job ad must include these statements:

Wittenberg is committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of our student body and society at-large. Please review [notice of nondiscrimination](#) housed on our website.

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

3. After the Provost, President, Vice President for Finance & Administration, and Director of Human Resources have approved the Faculty Vacancy Request form and job ad, Human Resources will place the ad in relevant general publications, Internet sites and on sites identified in #2. The HR Contact is DeAnna Sullivan, x7519.
4. The Search Committee (for screening and interviews) is typically guided by the department chair and must include at least one faculty member with a vote from outside the department. Searches for a faculty member who contributes 1/3 or more of his or her teaching load to support an area studies program must include faculty from that program.
 - a. Responsibilities of each faculty member in the hiring process are outlined in “Appointment Procedures” in the Faculty Appointments section of the [Faculty Manual](#) on the web (which is linked to the Office of the Provost page for your convenience).
 - b. The committee should determine the essential qualifications for the position *prior* to screening applications. An evaluation of each candidate interviewed on campus with reference to these essential qualifications must be submitted at the end of the search process on the “Faculty **Request To Hire**” form (submitted to the Provost and filed in Human Resources).

c. All applications are submitted electronically through the *Interview Exchange* website maintained by Human Resources. Each member of a search committee will be given access to, and instructed on how to use, *Interview Exchange*, by DeAnna Sullivan, HR Assistant Director, x7519.

d. Application packets on the *Interview Exchange* website are ranked by the search committee to identify a group of up to eight (8) candidates for phone interviews and eventually 2-3 individuals for on-campus interviews. Suggestions for conducting phone interviews can be found on the Human Resources web page.

e. Some disciplines have success conducting screening interviews at the national meetings (conference) as a supplement or as a substitute for phone interviews. Permission for this option must be obtained from the Provost. The same guidelines and expectations for a diverse interview pool apply for the meeting/conference setting as for phone interviews.

5. After the phone or conference interviews are completed, a list of the top five candidates should be forwarded via email to the Provost from the Chair, along with the committee's written rationale for those selected for on-campus interviews. It is hoped that at least one of the finalists will be a member of an under-represented group. Once the Provost approves selections, the top two or three candidates may be invited to campus for interviews.

6. Please coordinate interview dates and times with the Provost's executive assistant prior to extending an invitation to the candidates. Arrangements should be made by the committee for the candidate to teach a class or present an informal seminar for students and faculty. Each candidate should be scheduled to speak with a representative from the Faculty Personnel Board as well as the Provost, who prefers being the last to meet with each candidate.

Note: Departments will be reimbursed by the Provost's Office for the cost of candidates' visits. If in doubt concerning advance or follow-up preparations, contact the Provost's executive assistant. To learn about Housing, Meals, and Travel, check the document under Hiring Steps labeled "Guidelines for Recruiting Related Expenses."

a. Candidates are no longer required to visit Human Resources. Instead, any questions they may have in this area can be answered by directing them to the Benefits link on the Human Resources web page.

b. Final candidates must sign release forms for routine background checks before leaving campus. Background Checks (driving and criminal records, education verification) on all final candidates are now being handled in this manner:

When first meeting with a candidate, the committee should make certain the applicant reviews and signs the following three forms: 1) Disclosure; 2) Authorization and Release; and 3) Employee Reference. A fourth form, labeled Summary of Rights, should be printed and given to the applicant to keep for reference.

Important Note: Candidates should send their completed forms directly to Human Resources or the Department Chair may provide an envelope so that the candidate is able to submit necessary forms to the Chair in a sealed envelope, which can then be turned over to HR.

7. After all interviews are conducted, the Department Chair should contact the Provost to discuss the top candidates. After this discussion, the Chair submits the “Faculty **Request to Hire**” form and sends to the Provost’s Office.

8. After the Request to Hire form is received, the Provost will contact the candidate to make the offer.

9. The Provost then authorizes Human Resources to prepare an offer letter from the University, ***pending a clean background check.***

10. When a signed appointment letter is received by Human Resources, it is the department's responsibility to send regret letters to all other applicants. This task is facilitated by the *Interview Exchange* website. ***Do not announce the candidate to campus or to the other applicants until the signed letter is received.***

As of February 13, 2019