

Appointment Procedures for Non-Tenure-Track Faculty
Approved November 2015 (College Faculty)
Updated November 2018 (School of Theology Faculty)

NB: These appointment procedures are to be followed for full-time appointments of an academic year or longer in duration.

In accordance with the Constitution and Ordinances of the University, the Deans recommend election of faculty members to the Vice Chancellor, and the Provost assists with all faculty appointments. The University Ordinances specify that all non-tenured faculty members will be deemed elected by the Board of Regents upon the Vice-Chancellor's approval of the appointment. In the School of Theology, the Dean consults with the tenured faculty members regarding appointments. In the College, the Dean consults with the Appointments Committee whose charge is "to consider requests for appointments to the faculty (including the creation of new faculty lines and continuation of faculty lines held by departing faculty) and to advise the Dean of the College on matters of appointments to the faculty."

I. Preliminary Steps and Nondiscrimination Policy

For non-tenure-track positions, the Dean, Associate Dean for Faculty Development and Inclusion (in the College) and Faculty Search Committee work together to draft a position description that includes the qualifications required.

Departments or programs should make every effort to generate as diverse an applicant pool as possible. For searches in the College, they should seek to advertise the appointment by posting, through the Faculty Hiring Coordinator, notice in nationally recognized and appropriate professional journals, online job listings, and/or publications of professional societies (e.g., *Academe*, *Affirmative Action Register*, *The Chronicle of Higher Education*, the *Inside Higher Ed* website, and the *MLA Job Information List*). Ideally no more than two notices will be placed per search. Hiring bodies are strongly encouraged to advertise in professional publications that may be of interest to candidates from underrepresented groups. The Dean must approve the wording of the notice, which must include reference to the University's nondiscrimination policy. Search committee members may also seek to identify promising applicants—particularly candidates from underrepresented groups—by consulting with representatives of leading graduate schools and by communicating informally with colleagues in the profession.

II.A. Assessment and Interview Process for the College of Arts and Sciences

The committee shall establish a procedure for reviewing dossiers and ranking candidates. The Dean should approve both the procedure and the composition of the search committee before the search commences. Departments should reflect on their hiring procedures to avoid practices that may be discriminatory. To this end, search committees should consult the interview guidelines described in the College and University Personnel Association Employment

Inquiry Guide before communicating with any candidates and should ensure that this information is communicated to others who are meeting with candidates.

All applications should be reviewed expeditiously by the search committee, with the receipt of applications acknowledged via e-mail by the Faculty Hiring Coordinator.

From the applications received, the department assembles its list of candidates to be interviewed. Whenever possible, preliminary interviews should be conducted via Skype.

From the applications received and, where appropriate, after preliminary interviews, candidates approved by the Dean will be invited for on-campus interviews. Normally one candidate is invited at a time, with the Department determining after a candidate's visit whether they wish to extend an offer. Every effort should be made to interview qualified candidates from underrepresented groups.

Assisted by the Faculty Hiring Coordinator, the department or program arranges the campus visit of all finalists.

Candidates should have copies of all transcripts sent to the Faculty Hiring Coordinator in advance of their campus interview. Once an appointment is made, official undergraduate and graduate transcripts will be requested and will become part of the new faculty member's file in the Dean's office. In the course of meeting with a representative from Human Resources, candidates invited to campus must also complete and sign the permission form for pre-employment screening.

It is helpful for candidates to receive information about the interests and activities of department members, campus facilities, and names of others who might share creative and professional interests, before they arrive in Sewanee. For faculty candidates in the arts, information about performance opportunities will be helpful.

Schedules during the campus visit must include appointments with the Associate Dean for Faculty Development and Inclusion and members of the department or program. The Assistant Counsel for Global Affairs is available to meet with candidates upon request if they have concerns or questions about eligibility to work in the United States. All candidates invited to campus, including applicants for term positions, must be scheduled to meet with Human Resources to ensure they have opportunities to learn about topics such as housing, local schools, and employment benefits. They should also be allowed some free time during which they can relax or explore the area on their own.

All interviewers should receive copies of the candidate's complete schedule and *curriculum vitae*.

Each visiting candidate usually gives at least one lecture or class presentation, with allowance made for some free time preceding the event. The campus community is invited to the talk. Provision should also be made for the candidate to interact with students and other faculty or community members during the campus visit. The search committee may wish to solicit

feedback on the candidate from faculty and students who attend the talk or meet with the candidate.

II.B. Assessment and Interview Process in the School of Theology

The Dean, in consultation with the faculty, shall approve a procedure for reviewing dossiers and ranking candidates before the search commences. Those conducting the search process should reflect on their hiring procedures to avoid practices that may be discriminatory.

All applications should be reviewed expeditiously by the search committee, with the receipt of applications acknowledged by letter or email.

Before communicating with any candidates, those conducting a search should review the University's interview guidelines for appropriate interviewing procedure and should ensure that this information is communicated to others who are meeting with candidates.

From the applications received, those conducting the search assemble their list of candidates to be interviewed.

From the applications received and, where appropriate, after preliminary interviews, candidates approved by the Dean will be invited for on-campus interviews. Normally one candidate is invited at a time, with the Dean determining after a candidate's visit whether to extend an offer.

Every effort should be made to interview qualified women and candidates from minority groups.

Assisted as appropriate by School of Theology staff or the Office of Human Resources, the Associate Dean for Academic Affairs arranges the campus visit of all finalists.

Candidates must have official copies of all graduate and undergraduate transcripts sent to the Dean's office in advance of their campus interview. Once an appointment is made, such transcripts become part of the new faculty member's file in the Dean's office. In the course of meeting with a representative from Human Resources, candidates invited to campus must also complete the permission form for pre-employment screening.

It is helpful for candidates, before they arrive in Sewanee, to receive information about the interests and activities of others within the larger academic community who might share professional interests.

Schedules during the campus visit must include appointments with the Dean, Human Resources representative, and members of the School of Theology faculty. Candidates should also have a chance to meet students as well as other faculty or community members. All candidates invited to campus must be scheduled to meet with Human Resources to ensure they have opportunities to learn about topics such as housing, local schools, and employment

benefits. They should also be allowed some free time during which they can relax or look about on their own.

All interviewers should receive copies of the candidate's complete schedule and file before their meeting with the candidate takes place. The file should include a *curriculum vitae*, letters of recommendation, copies of publications when these are submitted, and undergraduate and graduate transcripts.

Each visiting candidate may be asked to give at least one lecture or class presentation, with allowance made for some free time preceding the event. Provision should also be made for the candidate to interact with students and other faculty members during the campus visit.

III. Appointment

The Search Committee, at the time when it determines its first-choice candidate, should also identify which other finalists, if any, it considers worthy of recommendation for an offer and should rank order all such candidates.

After discussion of final rankings with the Search Committee, the Dean determines the conditions of employment. The Dean then notifies the candidate and prepares an appointment letter for signature by the Dean and candidate. When an appointment letter is issued to a candidate who does not yet have proper authorization to work in the U.S. and at the University, the following statement must also appear in the letter: "This offer of employment is contingent upon your obtaining, and maintaining whatever legal authorization is necessary for you to work in the United States; we will assist with this process. If you are not a U.S. citizen, please contact the Assistant Counsel for Global Affairs to discuss your needs." A copy of the appropriate *Faculty Personnel Procedures* is enclosed with the appointment letter to provide information about the terms of employment and the expectations of the University.

Roles in Searches

Faculty Hiring Coordinator (Office of the Dean of the College)

The following tasks are necessary for hiring faculty, and the Faculty Hiring Coordinator (FHC) handles all of them for the College. The FHC is available to assist with searches from 8 a.m. to 4:30 p.m., Monday through Friday.

1. The department chair or other designated search committee member should let the FHC know a position will be open for hiring. The department chair is responsible for writing the ad, conferring with the FHC about whether to include supplemental questions for applicants on PeopleAdmin, and obtaining approval from the Dean. Once the Dean approves the ad, the FHC will post it on PeopleAdmin.
2. The FHC can post all job ads on Inside Higher Ed thanks to our standing account. The search chair may also contact the FHC regarding other websites or venues where the job ad should be posted. If the search committee chair posts the ad, the FHC will handle reimbursement if needed. Costs should be kept as low as possible.

3. After the committee has reviewed all applicants, the search chair should notify the FHC about who will be interviewed and what type of interview will take place (phone, Skype, conference, or on-campus interview); this information is needed for the EEO log. The FHC can book the ATC conference room and media services Skype account and set up times for Skype interviews once the search committee decides on the date(s). Candidates should not be notified about Skype interview times until after the ATC conference room is booked.
4. The FHC will draft the schedule for each on-campus visit on Google Drive and give search committee members access to edit.
5. Before visits are scheduled, the Associate Dean for Faculty Development and Inclusion must confirm his or her availability. For visiting positions, the FHC arranges meetings with the Associate Dean and Human Resources. (The Associate Dean should receive a copy of the candidate's CV and cover letter.) The committee fills in the rest of the schedule and is also responsible for making sure that someone can escort the candidate to and from meetings if necessary.
6. The FHC books a room at the Sewanee Inn for the candidate as soon as dates are provided.
7. The FHC finds out if the candidate prefers to rent an economy car or take the Groome shuttle. Though the FHC may be able to assist with making shuttle arrangements, the committee is responsible for assigning someone to pick up and drop off candidates at the Smokehouse in Monteagle, TN.
8. The FHC can provide a list of phone numbers of restaurants for candidate dinners, but does not make dinner reservations. All receipts must be submitted to the FHC for reimbursement. The FHC can provide a paper copy of the faculty recruitment credit card but will still need the receipt and a list of dinner attendees.
9. The FHC contacts the candidate regarding travel expenses and submits Form 19 to Cindy Church for approval. Processing time is usually seven days to two weeks.
10. The FHC should be notified when the committee reaches a hiring decision so that crucial PeopleAdmin updates may be entered.
11. The FHC can email rejection letters to candidates not selected for interviews. Rejection letters to those interviewed (Skype, conference, on-campus, etc.) normally should be completed by a member of the search committee. The academic technologists can also assist if the FHC does not have time to email the letters.