MEMORANDUM

TO: Keith Ogawa, Academic Senate Chair
FROM: Beth Dobkin, Provost
DATE: January 21, 2014
RE: Faculty Handbook Language re: Selection and Appointment Procedures for Ranked Faculty

This document reflects the work of the Council of Deans from May, 2013 to July, 2013. It attempts to update and clarify procedures across the College for the selection and appointment of ranked faculty, and more closely approximates actual practice than current language in the Faculty Handbook. Therefore, it has been a working draft document pending approval by the full Academic Senate.

Faculty Handbook 2013-14
2.3 SELECTION AND APPOINTMENT PROCEDURES

2.3.1 SELECTION/APPOINTMENT OF RANKED FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program. Before beginning the selection process, the department chair shall request the Dean of the School to secure written authorization from the Provost for a particular position, initiate the process by submitting a Faculty Line Request to the Dean of the School, who must then secure written authorization from the Provost for a particular position, while the President approves the total number of new positions. After written authorization from the Provost has been secured, the Dean will notify the department chair in writing and attach the documents listed below (2.3.1(3)). [note: such documents no longer exist] The chair bears responsibility for ensuring that the procedures below are followed, with particular emphasis upon selecting colleagues who support the mission of the College, meet the needs of the department or program, and help the College fulfill its commitment to diversity.

2. The department chair, in consultation with the ranked faculty in the department or program and the Dean of the School, appoints a Search Committee, chaired, whenever possible, by a tenured faculty member. In extraordinary circumstances (e.g., when hiring for a new program), an academic Dean may initiate a search. In such cases, the Dean shall appoint a faculty chair of the Search Committee. The Chair will carry out the search process; under these circumstances, the Dean maintains responsibility for ensuring that procedures are followed. In any case, The Committee shall include a faculty member from outside the department, preferably one from outside the School. The roles, duties, and rights of the Search Committee member from outside the department or School shall be equal to those of the other members of the Committee. For primarily traditional undergraduate appointments, the Committee should include a faculty member who has taught in and will represent the Collegiate Seminar. Search Committees should be comprised of a minimum of five voting members.
3. The Committee shall consult the following documents provided by the Dean at the time of written approval:
   a. the College Mission statement;
   b. the Equal Employment Opportunity Recruitment document (available in Human Resources office);
   c. the Faculty Search Procedures statement (available in Human Resources office);

pertaining to the mission of the College, interview and hiring protocols, and guidelines provided by the Department of Human Resources at the time of written approval. The Committee shall also consult directly with Human Resources regarding approved procedures for the inclusive recruitment of faculty.

4. The Committee shall also consult directly with the Provost regarding approved procedures for the proactive recruitment of faculty. The Search Committee shall determine, prior to the beginning of the search, the criteria of evaluation for candidates; the appropriate roles of departmental ranked faculty not on the Committee, adjunct faculty and/or lecturers, staff, and students; and the processes for selecting candidates at each stage of the search, including the final recommendations to the Dean. Throughout the search and recommendation process, the Committee shall consult with the Dean and ensure the confidentiality of applicants.

5. Ranked faculty (that is, those on the Rank and Tenure roster) play an essential role in the recruitment and selection of new members of the faculty at Saint Mary’s College. Accordingly, throughout the search and selection process, the Committee shall consult with all ranked department faculty and the Dean.

5. In order to meet the College’s commitment to diversity, a good faith effort should be made to include at least one candidate, in the final list of candidates, from traditionally underrepresented groups (including but not limited to racial, gender, and disabled) in the field for which the search is occurring and/or groups not currently represented in the department or program composition. To enable a faculty Search Committee to conduct the strongest possible search for underrepresented candidates, the Human Resources office will send to the faculty Search Committee chairperson a copy of the Faculty Search Procedures, which includes a section on underrepresented groups. Before the actual search begins, the Search Committee will return their proactive plan on the recruitment of underrepresented groups to the appropriate Dean. The Dean, in consultation with the Director of Human Resources, will review the plan and submit their plan for inclusive recruiting to the Dean, who will review the plan for consistency with institutional and program objectives and legal requirements, and will supply feedback and recommendations to the Search Committee.
7.6. The Search Committee shall narrow the pool of applicants to a list of candidates to be interviewed. This list, as far as possible, should reflect the College’s commitment to its mission, department/program needs, equal employment opportunities, and diversity.

7. After choosing the final candidates and before inviting finalists to on-campus interviews, the Search Committee will submit an account of the actions taken according to their proactive recruitment plan to the Director of Human Resources, Dean, and Provost. If the Director of Human Resources, Dean and/or Provost finds that there has not been a good faith effort or have not been sufficient efforts at inclusive recruiting, the Dean and/or Provost will may ask the Search Committee for additional steps to make such an effort before the interviews can proceed.

8. Once the final list of no more than three candidates has been selected by the Committee and approved by the Dean, the Committee is responsible for arranging campus visits which shall include interviews with the Committee, the Dean, and the Provost or Provost designee.

9. Assuming that the list does reflect the view of the majority of ranked department members, the department chair or program director will forward it to the Dean of the School. If any ranked member of the department wishes a secret vote, the department chair or program director will conduct such a secret vote. Upon the conclusion of the interview process, the Search Committee shall identify which candidates are deemed acceptable for appointment. The process of identifying acceptable candidates may include a secret vote if desired by a member of the Search Committee. In all cases, the chair or director will forward the ranked list of the candidates along with a written statement of support for each candidate that supports the order of preference and vote tally (if such a vote were taken) to the Dean of the School. Any ranked faculty member who has a dissenting opinion regarding the acceptable candidate list ranked list may append this to the previous written communication within five working days. This communication and any appendices will also be shared with all ranked faculty members of the particular department or program.

10. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the department or program, he/she shall meet with the Search Committee Chair department or program and attempt to reach an agreement on the candidates of choice. If no agreement is reached, the Dean shall send on to the Provost both the recommendations of the department or program and his/her own.

11. If the Provost does not agree with the recommendations first choice of the department or program, he/she shall discuss his/her reasons with the department or program and an attempt shall be made to resolve the difference of opinion.

12. If an agreement cannot be reached between the Provost and the department/program on the candidate of choice recommendations, the Provost shall offer the Search Committee, in consultation with the department/program and
the Dean, a choice of one of the following options: terminating the search in its entirety, restarting the search, or re-interviewing one or more candidates. If the candidate of choice cannot be agreed upon between the Provost and the department/program and all options agreeable to both have been exhausted, the matter may be taken to the President for review, counsel, and resolution.

13. In cases of a proposed appointment at the Associate Professor or Full Professor level or an appointment with tenure, the Provost shall consult with the Rank and Tenure Committee regarding the appropriateness of the proposed rank before making his/her recommendation.

14. In exceptional circumstances, when the Program/Department, Dean and Provost are in agreement, the President may appoint the candidate with tenure, or with four, five, or six years toward tenure. In cases of a proposed appointment with tenure, the qualifications of the candidate must be reviewed and approved by the Rank and Tenure Committee (see 2.6.1.1.4) before the appointment can be made.

15. Appointments are made by the President, upon the recommendation of the Provost, acting upon the recommendations of the Dean of the School and the department or program.