

Planning Template for Conducting Faculty Searches

Centenary College of Louisiana

Per the Faculty Handbook:

Faculty Recruitment

The need for each position, whether a new or a replacement position, shall be established by the Provost in consultation with the appropriate departments and the Faculty Personnel Council. After the need for the position has been established and approved by the President, the search will proceed as follows:

Full-time Faculty

1. Search Committee:

Committee membership: With the exception provided for in the case of endowed chairs (see Section 8), the recruitment of faculty will be conducted by a search committee composed of (a) all tenured and tenure-track members of the department; and (b) one supplemental tenured faculty member from outside the department recommended by the department to the Provost. The committee will elect its own chair.

Diversity advocate: This committee will include a diversity advocate selected by the FCC in consultation with the Diversity Committee. The Diversity Committee will compile and maintain a list of faculty who are trained and willing to serve in this role for the FCC to use in making their choice. The diversity advocate will serve as a non-voting member of the search committee and will assist the search committee by actively recruiting minority applicants, contacting organizations geared toward minority applicants, and contacting graduate programs to seek out applicants pursuing advanced degrees.

Supplemental members: If the resulting search committee would be composed of fewer than three voting members, their numbers will be supplemented by other tenured faculty to form a committee of at least three members. All supplemental member(s) will be selected by the department chair in consultation with the other members of the Centenary College Faculty Handbook department and the Provost (who may consult the Faculty Personnel Council and who possesses the authority to make the final decision). In some cases, it may be useful for the search committee to include untenured faculty, non-tenure-track faculty, or staff members as non-voting supplemental consultants on a search committee. In these cases, the chair of the search committee is encouraged to limit the workload of these consulting committee members.

The final makeup of the search committee will be sent to the Provost and FPC for approval with the text of the job advertisement.

2. The search for new faculty members should begin as soon as possible in order to maintain the best pool of applicants from which to choose. Except in extraordinary cases, the search should begin no later than October 1.

3. With the help of the diversity advocate, the search committee should obtain a large and diverse pool of applicants in a variety of ways, using the following phrase in all of its advertisements: "Centenary College recognizes that diversity is essential to its goal of providing an educational environment where students explore the unfamiliar, invent new approaches to understanding, and connect their work and lives to the world at large. We thus welcome applicants who would add to the college's diversity of ideas, beliefs, experiences, and cultural backgrounds. EOE." Potential recruiting activities include, but are not limited to the following: advertising in professional publications (e.g. the Chronicle of Higher Education, Journal of Blacks in Higher Education, Hispanic Outlook) and appropriate e-mail lists, contacting a variety of graduate schools and deans, and publicizing vacancies at conventions and professional meetings. Vacancies for full-time faculty will be advertised nationally. Advertisements for positions will be drafted by the chair of the search committee in consultation with the other members of the committee and forwarded to the Provost and Faculty Personnel Council for approval prior to submission for publication. While the President of the College possesses the responsibility of final approval, if the President disagrees with the recommendation of the Faculty Personnel Council, both parties shall meet to discuss their differences and seek a reasonable compromise.
4. After a pool of applicants has been secured, the search committee will select a group of the best qualified applicants for the vacancy. After contacting the references of those initially selected to establish their qualifications for the position, the search committee will normally invite the top three applicants to be interviewed. Validated transcripts will be requested from these finalists prior to their interview and must be on file prior to the making of any offer. Before applicants arrive, information should be sent to them about the department(s) involved, the College, and the city.
5. A representative of the search committee, in consultation with the Provost and the diversity advocate, will make arrangements for the candidates while they are on campus. Candidates must be interviewed by the President, Provost, and members of the Faculty Personnel Council, in addition to the search committee. Candidates should have a scheduled meeting with the diversity committee while on campus, whenever possible. All candidates should teach, when possible, a class before an audience of students and faculty in order that their teaching ability can be evaluated firsthand. In addition, each candidate should make a presentation covering a scholarly interest.

Part-Time Instructors

Part-time instructors are recruited by the academic department chair in consultation with all full-time members of the department and the Provost or, if there is no academic department, by the Provost in consultation with the Faculty Personnel Council. Prospective part-time instructors must submit a curriculum vitae, references and validated transcripts to the Provost. Prospective part-time instructors are not normally required to be interviewed by the Provost or President.

The recommendations of the department will be communicated to the Provost for action. It should be understood by all parties that part-time appointments are made on a semester-to-semester basis and that the college has no obligation to offer a part-time faculty member a contract longer than one semester.

Both full-time and part-time faculty must have a background check before they are offered the position.

A background check on a candidate must be completed prior to confirmation of a campus visit. Please coordinate with the HR director to send to the candidate. Once submitted, HR requires a 5-day lead time to process.

A draft schedule of meetings will need to be submitted to the Provost's Office for review before travel arrangements can be made.

Required meetings for full-time faculty searches:

- Meeting with all full-time members of the department
- Meeting with the search committee
- Meeting with President (30 minutes)
- Meeting with Provost (30 minutes); try to schedule, as calendars allow, the President and Provost back to back
- Meeting with students
- Meeting with Faculty Personnel Committee
- Candidate talk/classroom presentation
- Meeting with Human Resources Director (30 minutes)

Recommended meetings for full-time faculty searches:

- Campus tour with Student Ambassador (contact Admissions to schedule).
- Meeting with Diversity Committee

Required materials for full-time faculty interviews. Please ensure that all interviewees have the following:

- Completed application packet (CV/resume and, if required, teaching philosophy, etc.)
- Candidate visit schedule (see following template)

Required communication/meetings with Provost Office:

- After initial review of candidates
- After top candidates are identified and before campus visits are scheduled
- After search committee has made recommendation

Faculty Candidate Visit Schedule Template
Centenary College of Louisiana



CENTENARY COLLEGE OF LOUISIANA

ITINERARY FOR
[CANDIDATE NAME]
FACULTY CANDIDATE IN [PROGRAM]

2911 CENTENARY BOULEVARD
SHREVEPORT, LA
71104-1188

Lodging: [LOCATION]

DAY 1: [Weekday, Month, Date, Year]		Location	Campus Individuals
Time a.m./p.m.	Arrive at Airport, Flight [Number]		[Driver Name, Title]
Time a.m./p.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time p.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time p.m.	Dinner	[Restaurant]	[Name, Title]
DAY 2: [Weekday, Month, Date, Year]			
Time a.m.	Breakfast	[Restaurant]	[Name, Title]
Time a.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time a.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time a.m.	Lunch	[Restaurant]	[Name, Title]
Time p.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time p.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time p.m.	Meeting with [Name]	[Building and room/office]	[Name, Title]
Time p.m.	Dinner	[Restaurant]	[Name, Title]
DAY 3: [Weekday, Month, Date, Year]			
Time a.m.	Breakfast	[Restaurant]	[Name, Title]
Time a.m./p.m.	Depart from Airport, Flight [Number]		[Driver Name, Title]

Search Committee Members
[Names, Titles]

Faculty Personnel Committee
[Names, Titles]

Search Committee Chair/Contact Information

Name
Title
Cell Number
Email
Office Location