

FACULTY HIRING PROCEDURES *(Updated 11/01/2012)*

- Fixed-Term Appointments
- Retention of Records
- Increasing Diversity in the Applicant Pool
- Sample letter to Colleague
- Sample letter to Grad School

Fixed-Term Appointments

Generally, the procedure for fixed-term appointments (sabbatical replacements, three-year contracts, medical replacements, etc.) will be the same as described above with the following exceptions:

- Posting of the position may be confined to a more local area.
- The search and screening committees may be confined to the members of the department
- Candidates will not meet with the president
- Candidates will be brought to campus serially. A contract will normally be offered to the first candidate to meet the qualifications of the position.

Retention of Records

All applications and resumes must be retained. The chair of the search committee must send all of the materials collected for the search to the human resources department within 10 days of the conclusion of the search. Included with the materials should be a copy of the SEARCH SUMMARY FORM.

Increasing Diversity in the Applicant Pool

It is to everyone's advantage to increase the diversity of our faculty. The chair of the search committee (normally the department chair) is responsible for doing all that is possible to invite applications from diverse potential candidates. This includes, but is not limited to placing ads in national journals, contacting colleagues and sending letters to graduate programs. Regularly, the Simpson College Human Resource Office places a "block" ad in appropriate journals and magazines targeted at diverse populations.

Sample Letter to Colleague

Dear Dr. Jones,

Just a quick note to bring to your attention a job opening we have at Simpson College. I have enclosed a position description for your review. As you will note, we actively encourage applications from "women, minorities and persons with disabilities." I would appreciate it if you would share this opportunity with anyone you believe may be interested.

*If you have questions that I might answer about the position, please contact me at:
Harry.Jones@simpson.edu.*

Sincerely,

*Harry Jones, Chair
Department of Home Economics
Simpson College*

Sample Letter to Graduate School

*Dear Dr. Jones, Head
Major University Graduate School*

I would like to take this opportunity to bring to your attention a job opening we have at Simpson College. I have enclosed a position description for your review. I would appreciate it if you would share this opportunity with your very best students who might be interested in teaching at a great liberal arts-based college. As you will note, we actively encourage applications from “women, minorities and persons with disabilities.”

*If you have questions that I might answer about the position, please contact me at:
Harry.Jones@simpson.edu.*

Sincerely,

*Harry Jones, Chair
Department of Home Economics
Simpson College*