

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

- Initiation of a New Search
- Recruiting of Applicants
- Advertising and Recruiting

### **Initiation of a New Search**

All position requests must be approved by the academic dean before a search begins. Using the SEARCH AUTHORIZATION FORM, the department chair describes the position and provides a brief rationale. After approving the position, the dean will send a copy of the SEARCH AUTHORIZATION FORM back to the chair. After receiving written authorization for the search, the department chair should organize a search and, if need be, a screening committee.

Information about the search and screening committees, a job description, and suggested placement for ads should be sent to the dean on page two of the [SEARCH AUTHORIZATION FORM](#).

### **Recruiting of Applicants**

Once the dean has approved the job description, etc., the dean will send the authorization and placement information to the director of human resources, who will place the ads. For tenure-track positions, an ad will normally be placed in *The Chronicle of Higher Education* and specialty publications to increase the diversity of the applicant pool. The dean will send the search committee chair a [SEARCH SUMMARY FORM](#) to be used to record the milestones in the search process.

### **Advertising and Recruiting Guidelines**

#### **Tenure-track and Multiple Year Positions**

Human Resources sends ad to discipline job lists, provided by the search committee  
Human Resources sends ad to The Chronicle of Higher Education  
Human Resources places ad on Simpson College Web site  
Human Resources sends ad to minority publications  
Human Resources sends ad to local papers when appropriate  
Department Chair sends announcement to graduate schools and departmental mailing lists  
Department Chair arranges for attendance at national conference for recruiting, if appropriate

#### **One-Year Positions/One-Semester Positions**

Human Resources sends ad to local papers when appropriate  
Human Resources sends ad to discipline job lists when appropriate  
Human Resources places ad on Simpson College Web site  
Department chair sends announcement to graduate schools and department mailing lists

### **Paid Advertising**

Normally, the Human Resource Department will place all ads for faculty positions. All ads must be approved by the dean before placement.