

Northern Kentucky University

Faculty Recruitment Procedures

Office of the Provost and Executive Vice President
for Academic Affairs

It is a university goal to identify, recruit, and retain highly qualified, talented, and diverse faculty for positions in all academic fields. The intent of these guidelines is to ensure uniformity of procedure and equitable treatment of the faculty candidates across the disciplines and colleges. The recruitment process should be held as closely as possible to the guidelines and any variations from the general process should be noted in writing at the time they occur and should be kept as part of the history of the search.

Revised: July 2017

GUIDELINES

1. When there is a hiring need for a faculty position, a request must be submitted to the Office of the Provost and Executive Vice President for Academic Affairs. All requests should be submitted by the pre-determined due date using the Annual Faculty Hiring Plan Spreadsheet. Off-cycle requests will be considered and approved on a case by case basis. Decisions regarding allocation of faculty positions will be made by June 30, allowing for searches to be launched by the beginning of the Fall semester.
2. The hiring manager (Dean/Department Chair/Director) will appoint a search committee. The committee must consist of at least five individuals from the Department and/or College, one of which should be a student from the discipline. The hiring manager will appoint a chair of the committee. Significant efforts must be made to include underrepresented faculty on search committees. A diverse search committee should also provide a diversity of perspectives, with faculty from different backgrounds, disciplines, and specialties. If diversity of the committee is not possible, the search committee chair must provide documentation indicating why the requirement cannot be met.
3. All faculty search committees must actively and aggressively pursue recruitment of individuals from underrepresented groups. A search is an active process, and it is recommended that the search committee members reach out to their professional networks. The chair of the search committee is responsible for ensuring that the search is conducted in compliance with the University's Affirmative Action/Equal Opportunity guidelines. The search committee must meet with the Senior Advisor for Inclusive Excellence before beginning their search. The Senior Advisor will be available to meet with the committee in a timely fashion.

All vacancy announcements will include the following statement, which is automatically added in PeopleAdmin:

Northern Kentucky University (NKU) seeks excellence by enriching its educational environment and culture through the diversity of its administration, faculty and staff and by embracing inclusiveness, equity, and global awareness in all dimensions of its work. NKU is an Equal Opportunity/Equal Access/Affirmative Action institution. We encourage applications by members of diverse groups and by persons with a demonstrated commitment to issues of diversity and experience in achieving goals relative to inclusive excellence.

In addition, hiring authorities should include in each position announcement **at least one** bullet point (adapted appropriately for the specific position and/or job category) that pertains to competency with diversity-related issues. While some level of competency in this area is important for all positions at NKU, the variety of options below allow for

circumstances where higher or lower levels of competency may be required. Hiring authorities are encouraged to select from the list below, and/or modify or strengthen the suggested language with specifics that are appropriate for each position.

- Demonstrated experience working effectively with diverse populations
 - Demonstrated commitment and/or experience promoting and fostering a working (or learning) environment that is supportive of individuals from diverse backgrounds.
 - Ability to communicate effectively with a diverse population
 - Demonstrated sensitivity to cross-cultural perspectives and experiences
 - Demonstrated ability to work effectively in informal and formal teams with individuals from diverse communities and cultures
 - Demonstrated commitment and/or experience promoting and fostering a learning environment that is supportive of individuals from diverse backgrounds
 - Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education
 - Ability to establish and maintain working relationships with a diverse group of staff, students, and faculty.
 - Demonstrated awareness to cross-cultural perspectives and experience
 - Incorporates a global perspective in one's research
 - The School/College of (or Department of ____) is committed to increasing the diversity of the campus community and the curriculum. Candidates who can contribute to these goals are encouraged to apply and to identify their strengths and experiences in this area.
 - Candidates should describe how multicultural issues have been or will be brought into courses.
 - Candidates should describe previous activities mentoring minorities, women, or members of other underrepresented groups.
4. All faculty position advertisements and details (e.g. recommended salary, posting details, etc.) must be submitted through PeopleAdmin. In addition to the advertisement details posted in PeopleAdmin, ad copies that will be posted outside of PeopleAdmin must be attached. The advertisement for the position must be approved by the Dean and the Provost prior to the position being placed for advertising. Assistance posting advertisements outside of PeopleAdmin will be provided by Lauren Franzen (x7523).
5. In order to ensure that all relevant information is being captured for the federally required Equal Employment report, all application materials must be submitted through PeopleAdmin. This does not preclude a search committee from requesting that additional materials be sent directly to the chair of the search committee. Access to the application

materials will be made available to all search committee members and candidates will receive confirmation through PeopleAdmin that the materials have been received.

6. Prior to the deadline for application or the date posted by which review of applications will begin, applications may be reviewed to eliminate those not meeting the minimum qualifications. Once the deadline for application or date of review has passed, the search committee should begin reviewing the credentials of the applicants. The search committee will collaborate to create an evaluation rubric with criteria drawn from the positions description. A record of the initial screening should be kept. If the search is open until filled, any new applications should be reviewed in the same manner undertaken for all candidates.

The search committee should perform a second screening of applicants, including initial reference checks, to determine who will be invited for campus interviews. If there are no candidates deemed acceptable in the pool, the search should be shut down and the candidates notified. Before phone or skype interviews take place, the status of chosen candidates should be updated to “Chosen for Interview.” The candidate pool is then approved by Human Resources to ensure compliance with Affirmative Action guidelines. HR will change the candidate status to “Approved for Interview,” which will allow the department to later change the status to “Recommended for Hire.”

If it is determined that there are acceptable candidates, the committee should send the names and materials of the candidates to their chair and dean for approval. Once the dean has approved the list of candidates the committee wishes to invite to campus and has assured diversity in the finalist pool to the extent possible, the committee may then arrange to bring candidates on campus for interviews. The number of candidates invited to campus must be approved by the Department Chair and Dean. No fewer than two candidates should be interviewed.

Acceptable candidates will be interviewed on campus and interviews should include the following:

- Distributed interview schedule which includes, but is not limited to:
 - Meeting with the department faculty
 - Meeting with the department chair
 - Meeting with the Dean and/or Assistant/Associate Dean
 - Department Chair finalists are also interviewed by the Provost

The search committee should distribute a mini-vita and cover letter to all who will be meeting with the candidate.

All candidates for a tenure-track position must make a formal presentation to the faculty. The presentation should provide an overview of current research, writing, or scholarly/creative activity. The committee should ensure that media and staffing needs are met for each presentation.

Candidates for all positions will be required to teach a class or otherwise provide evidence of teaching competency. If there is to be a classroom presentation, each candidate must be notified, in advance, of the topic so that a lecture can be prepared. The committee should ensure that space and media needs are met for the classroom presentation.

7. Candidates for faculty positions must be evaluated across a common set of questions developed by the search committee. All candidates must be treated equally.
8. Interview results (assessment of the candidates) and the recommendation for hire should be submitted through PeopleAdmin. A thorough summary of the search process should be provided, without which the Provost will not approve the hire. The summary should indicate the manner in which the pool of candidates was narrowed to those interviewed, whether or not the candidates interviewed were acceptable, as well as strengths and weaknesses for each candidate.

If appropriate, a request for credit for prior service must be voted on by the Reappointment, Promotion and Tenure Committee. A recommendation is then made to the Chair, the Dean, and the Provost for consideration. The final decision regarding credit for prior service is made by the Provost.

Once the recommendation for hire has been approved by the Dean, the Department Chair may extend a contingent offer to the candidate. However, the recommendation is subject to approval by the Provost and is subject to a criminal background check.

Salaries for approved positions will be based on current CUPA data for the specific discipline for all disciplines other than those with AACSB accreditation. Any deviation from the starting salary noted at the beginning of the search must be approved by the Provost.

9. Once approval has been given to hire the recommended candidate, an appointment form (2 copies) and letter must be prepared and forwarded to the Provost's Office for processing. All clauses in the appointment form must be included in the letter of offer.
10. Once the offer is accepted, the search committee should notify all other candidates that the search is completed and another candidate has been selected.

Hiring of non-tenure-track renewable faculty should be done following the same guidelines. A regional search may be done in lieu of a national search for NTTR positions.

One-year temporary faculty positions do not have to be advertised, but they must be entered into PeopleAdmin to track the process. Faculty may be hired as temporary faculty without conducting a search. However, a search is recommended if there is an expectation that the position will exceed one year. Whether or not a search is conducted, documentation must be kept indicating how the decision was made for hire.

All expenses related to searches should be made in accordance with university policies and procedures as outlined on the Procurement Services website: <http://procurement.nku.edu/policies.html>. It is the responsibility of the unit administrator and his/her designated approver to know and understand the policies and procedures and ensure that they are being followed.

Search procedures for vacant positions at the department chair level are available in the *Department Chair's Handbook*. The handbook can be accessed by visiting the Academic Affairs website (<http://academicaffairs.nku.edu/>) and clicking on *Handbooks*.

An electronic copy of these guidelines and all forms referenced in the document are available on the Office of the Provost website on the Faculty Resources page. Additional resources for search committee chairs and search committee members may be found at <http://hr.nku.edu/toolkit/employmt.html>. These resources include best practices for hiring diverse faculty, which is also located at <http://inclusive.nku.edu/faculty-hiring-.html>.