

# Faculty Hiring Steps

## STEPS IN FILLING FULL-TIME FACULTY POSITIONS

*(Note: Most forms and documents mentioned in these instructions are linked to the Office of the Provost website under the heading **Faculty Recruitment Guidelines and Forms**).*

1. The Provost will invite staffing requests by August 15<sup>th</sup> each year and provide the relevant request information that is needed. All faculty vacancies will be reviewed by the Educational Policies Committee and the Provost in consultation with the President.

2. After the request is approved, complete a “Faculty **Vacancy Request**” form through SignNow on the [HR website](#). On the Faculty Vacancy Request form the chair **must** include at least one site that targets potential candidates of under-represented groups. The Vacancy Request form also allows for the chair to suggest discipline-specific sites.

The Executive Assistant will send a job ad template along with any recent job ads from prior searches to the chair with required information already included. The job ad must be sent electronically to the Provost and Executive Assistant for review/approval.

Each job ad must include these statements:

*The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment. Please see our [notice of nondiscrimination](#) housed on our website.*

*Wittenberg University is committed to preventing and addressing sexual misconduct in our campus community. [Click here to view our Title IX policies](#).*

3. After the Provost, President, Budget Office, Vice President for Finance & Administration, and Director of Human Resources have approved the Faculty Vacancy Request form, Human Resources will place the ad in relevant general publications, Internet sites and on sites identified in #2 as approved by the Provost’s office. HR will work with the chair to post to industry-specific sites for which the chair (or other faculty in the department) may have access to a discounted posting rate. The HR contact is Sr. Assistant Director, Carol Nickoson ([nickosonc@wittenberg.edu](mailto:nickosonc@wittenberg.edu) or x7527).

4. The Search Committee (for screening and interviews) is typically guided by the department chair and must include at least one faculty member with a vote from outside the department. Searches for a faculty member who contributes 1/3 or more of his or her teaching load to support an area studies program must include faculty from that program. **The Search Committee must be approved by the Provost and included on the “Faculty Vacancy Request”.**

a. Responsibilities of the search committee are outlined in “Appointment Procedures” in the Faculty Appointments section of the [Faculty Manual](#) on the web (which is linked to the Office of the Provost page for your convenience).

b. The committee should determine the essential qualifications for the position *prior* to screening applications. An evaluation of each candidate interviewed on campus with reference to these essential qualifications must be submitted at the end of the search process with the “Faculty **Request To Hire**” form.

c. All applications are submitted electronically through the *Interview Exchange* website maintained by Human Resources. Each member of a search committee will be given access to *Interview Exchange* by HR. Carol Nickoson can provide instructions for how to review applicants and use other features of *Interview Exchange*.

d. Application packets on the *Interview Exchange* website are ranked by the search committee to identify a group of up to eight (8) candidates for phone interviews and eventually 2-3 individuals for on-campus interviews. Suggestions for conducting phone interviews can be found on the [HR website](#). HR can provide additional interviewing resources by request.

e. Some disciplines have success conducting screening interviews at the national meetings (conference) as a supplement or as a substitute for phone interviews. Permission for this option must be obtained from the Provost. The same guidelines and expectations apply for the meeting/conference setting as for phone interviews.

5. After the phone or conference interviews are completed, a list of the top five candidates should be forwarded **via email** to the Provost from the Chair, along with the committee’s **written rationale** for those selected for on-campus interviews. It is hoped that at least one of the finalists will be a member of an under-represented group. Once the Provost approves selections, the top two or three candidates may be invited to campus for interviews.

6. Please coordinate interview dates and times with the Provost’s Executive Assistant **prior** to extending an invitation to the candidates. Arrangements should be made by the committee for the candidate to teach a class or present a formal seminar for students and faculty. Each candidate should be scheduled to speak with the Provost, the President, and a representative from the Faculty Personnel Board.

Note: Departments will be reimbursed by the Provost’s Office for the cost of candidates’ visits. If in doubt concerning advance or follow-up preparations, contact the Provost’s Executive Assistant. To learn about Housing, Meals, and Travel, check the document under Hiring Steps labeled “Guidelines for Recruiting Related Expenses.”

a. Finalist candidates should be provided the [Benefits](#) link on the Human Resources web page and the contact information for HR to answer any additional questions.

7. After all on-campus interviews are conducted with the finalists, the Department Chair should contact the Provost to discuss the top candidates. After this discussion, the Chair fills out the “Faculty **Request to Hire**” form through SignNow on the [HR website](#).

8. After the Request to Hire form is received, the Provost will contact the candidate to make the offer.

Important Note: The background check will be done on the selected candidate when HR receives notice that the candidate has given verbal acceptance of the offer. Please make sure to include the candidate's email address and cell phone number on the Request to Hire form. They will receive an email/text from OPENonline with instructions on how to securely upload their information. **Please let the candidate know to look for the email/SMS text from OPENonline.**

9. The Provost's Office then authorizes Human Resources to prepare an offer letter from the University, ***pending a satisfactory background check.***

10. When a signed appointment letter is received by Human Resources, it is the department's responsibility to send regret letters to the other finalists. HR will send regret notifications to all other applicants. This task is facilitated by the *Interview Exchange* website. ***Do not announce the candidate to campus or to the other applicants until the signed letter is received.***

*As of September 15, 2022*