

# GUIDELINES FOR CONDUCTING VISITING FACULTY SEARCHES

These guidelines provide guidance for departments and programs as they prepare for and conduct searches for visiting faculty positions.

## Diversity planning

As the first step in the search process, the department should develop its plan for actively deepening and diversifying the candidate pool.

Information on diversity planning can be found [here](#).

## The search committee

The chair of the department shall consult with the Provost regarding the appropriate persons to participate in the search.

## The Faculty Personnel Requisition form ("Blue Form")

The Faculty Personnel Requisition Form is available at the Provost's Office website [here](#). This form should be completed and signed by the chair of the department or program requesting the position and submitted to the Provost's Office.

The blue form asks that a draft job ad be attached. The drafting of the job ad should be informed by the department's conversations about diversifying and deepening the candidate pool. Therefore, the blue form and draft job ad may not be submitted until these discussions have taken place.

## Process for managing applications

The search committee will need to agree on the best approach to managing application files as they come in. Possible options include:

1. The department/program may set up a dedicated email address to which applicants submit their materials. All members of the search committee and the academic program coordinator supporting the search will be given access to this email account, enabling them to review the applications at their convenience. The search committee chair may contact Director of Human Resources Heather McLean and Network Engineer Tim Tyler to request such an account.

2. The department/program may ask to have a Moodle Groups site set up for the application materials. Application materials may either be sent directly to the program coordinator supporting the search or to a dedicated email address. The academic program coordinator would then be responsible for organizing and maintaining the Moodle Groups site, uploading application files as they are submitted. All members of the

search committee would be given access to the site, enabling them to review applications at their convenience. The search committee chair may contact Instructional Technologist Jedidiah Rex to request that a Moodle Groups site be set up.

Search committee chairs are welcome to consult with the Provost's Office about ways to manage the application process that work well for the search committee, the candidates, and the staff member supporting the search.

#### Advertising the position

The draft ad should include detailed instructions for applicants on the procedure for submitting their materials. The draft ad should also include approved language describing the College (available at the Provost's Office website [here](#)). The Provost and the Director of Human Resources will approve and place the ad on the College's website.

The search committee chair and the Provost's Office will work together to identify the venues where the ad should appear, with the goal of enhancing the depth and diversity of the applicant pool.

#### Search expenses and budget

The overall budget for a search includes:

- Advertising.
- Candidate travel to campus.
- Candidate meals and entertainment while on campus.

Search committee chairs should consult with the Provost's Office at each stage of the search to discuss the estimated costs of advertising, candidate travel, and candidate meals and entertainment during their visits.

#### Identifying Finalists

When the application deadline has passed, the search committee will meet to discuss the applications and identify the candidates they consider most promising. The committee will share its findings with the Provost, and together they will determine which candidate(s) should be invited to campus. The committee will ordinarily invite its top finalist to campus and only invite others if that candidate is unacceptable or Beloit fails to recruit him/her.

#### Planning campus visits

When the finalist has been approved and the campus visit date established, the Provost's Executive Secretary will contact the candidate and make travel and lodging arrangements. The chair of the search committee will arrange the candidate's visit schedule. The schedule should include a 30-minute meeting with the Provost or one of the Associate Deans.

#### Candidate travel guidelines:

The search committee should allow two weeks' lead time to arrange a candidate visit because of the high cost of air travel booked just a few days before the visit.

Candidates will typically fly into O'Hare Airport and take the Van Galder shuttle to and from South Beloit.

Candidates will typically stay at the Iron Works Hotel for 1-2 nights.

Candidates may be reimbursed for any out-of-pocket travel expenses they incur (mileage, airport parking, etc.) after the conclusion of their campus visits.

#### Candidate entertainment guidelines:

- While a candidate is on campus, search committees use meals as opportunities for faculty and students to meet with the candidate. Most of these are informal and inexpensive; for example, breakfast at Bagels & More with a faculty member, or lunch at Commons with interested students. The search committee chair and one colleague may take the candidate to dinner.

#### Search committee recommendation

After the candidate visits have been completed, the search committee should prepare a recommendation and a written rationale for its selection in terms of candidate qualifications and their relation to college priorities. The search committee chair should present its recommendation and rationale to the Provost.

#### Making a job offer

When the top candidate has been identified, the Provost or an Associate Dean will contact the candidate to make a job offer. Ordinarily the candidate is given a period of time (usually about one week) to consider the offer. At the end of this period, the Provost or Associate Dean will follow up with the candidate. If the offer is accepted, the search

committee chair will be notified, and the Provost's Office will prepare and send an appointment letter to the candidate.

If the candidate declines the position, the Provost or an Associate Dean will consult with the search committee chair to determine next steps.

#### Closing the search

When a signed appointment letter has been received, the following steps should be taken to officially close the search:

- The remaining candidates in the pool should be notified that the search has been closed. Typically, this is done by the search committee chair and the program coordinator supporting the search.
- All candidate files should be forwarded to Human Resources. If the files have been collected via a dedicated email address, the chair should ensure that the Director of Human Resources has access to the email address so that the search materials may be archived. If the files were collected in another manner, all electronic materials should be forwarded to the Director of Human Resources, and all paper materials delivered to Human Resources. Members of the search committee should delete any search materials that are stored on their computers.
- Any notes of reference checks should be submitted to the Provost's Office- these become part of the file.