

GUIDELINES FOR CONDUCTING VISITING/ADJUNCT FACULTY SEARCHES

This document provides guidance for departments and programs as they prepare for and conduct searches for visiting and adjunct faculty positions.

Adjunct and Visitor searches include the following steps, listed chronologically:

1. Approval of position/search by the provost and associate dean(s)
2. Completion of Faculty Personnel Requisition form and full ad
3. Forming the search committee
4. Meeting to review diversity planning, advertising strategy/budget, and best practices
5. Position posted, applications collected via Applicant Pro
6. Review of applications by department/program/committee
7. Initial interviews (via phone or Zoom)
8. Selection of finalists and campus visits
9. Search committee shares recommendations with associate dean
10. Offer to candidate by associate dean
11. Closing the search

1. Approval

Visiting and adjunct positions are approved by the provost and associate dean(s). The need for a visiting or adjunct faculty member may arise due to a planned sabbatical or professional leave, a personal or parental leave, or a faculty member's departure from the college. Visiting and adjunct faculty may be hired to teach from one to six course units, depending upon anticipated enrollments and curricular need. Faculty who teach the equivalent of four or more course units within an academic year are eligible for benefits. Faculty teaching the equivalent of three or fewer units within an academic year are typically paid on a per-course basis, and are not eligible for benefits.

2. The Faculty Personnel Requisition form and job ad

Once the position has been approved, the chair of the department or program requesting the position should complete, sign, and submit the Faculty Personnel Requisition form to the Senior Administrative Assistant in the provost's office. The Faculty Personnel Requisition Form is available as a fillable PDF at the provost's office website [here](#). The provost's office will add the account number and salary information to the form before sending it to the President and Human Resources for signatures.

An electronic copy (Word or google doc) of the job ad should be submitted along with the Faculty Requisition form. The ad should include detailed instructions for applicants regarding deadlines, the required materials (e.g., cover letter, CV, teaching statement), as well as the name and contact information of the search committee chair in case of questions. The search committee should determine whether to solicit letters of recommendation with initial applications or the name of references for use after the pool has been narrowed. The ad should also include [approved language](#) describing the College and our antiracist aspirations.

In the case of part-time/short-term positions (e.g., a single course replacement) and/or when time is of the essence (e.g., unexpected departure) a formal job ad and search may not be needed. The department/program chair should communicate with the associate dean about alternative plans to identify and interview potential candidates.

3. The search committee

Typically, the search committee for adjunct and visitor positions will include the tenured/tenure-track members of a department or program. In the case of large departments or programs, a subset of these faculty may be involved. In the case of small departments or programs, faculty from outside the department or program can be involved. For full-time year-long positions, students can also be invited to join the search committee and to participate in all or parts of the process. The chair of the department shall consult with the associate dean regarding the appropriate persons to participate in the search. In general, travel to a professional meeting for the purpose of interviewing candidates is not appropriate for non-tenure-track searches. The department/program chair will generally be the chair of the search committee.

4. Diversity planning, avoiding bias and best practices

The search committee shall devise and submit a plan for diversifying and deepening the candidate pool. As part of this planning, the search committee shall review the position advertisement to ensure that the text of the ad is inclusive of and inviting to candidates. This plan should also include specific strategies for advertising the position in order to attract a diverse pool of candidates. A projected budget for advertising costs is required.

After the committee has put together the diversity plan and job ad, the committee should meet with the associate dean to discuss and finalize them. During that meeting, guidelines for interacting with candidates, avoiding bias, and other best practices will be reviewed.

5. Process for posting and managing applications

Faculty and staff searches ordinarily will use Applicant Pro - an online management system through which candidates submit their application materials. All members of the search committee will be instructed on how to access files in Applicant Pro.

The Human Resources Employment Specialist (Alisa Bue) will add the link to the Applicant Pro submission portal and will place the ad on the College's website. Once the ad is posted to the college website, the chair of the search committee may post ads to external websites and other venues that were approved during the planning and budgeting process. Receipts for expenditures should be submitted to the provost's office for processing within 10 days.

6. Review of applications

Depending upon the nature of the search and the size of the applicant pool, there are a number of strategies that can be used during the review process. Search committees should first create a rubric that can be used to fairly evaluate candidates. In some cases, all members of the

search committee read and evaluate all files. In other cases, a subset of the committee (usually at least two people) will do an initial review of files to identify those that warrant more attention. Students may or may not be involved in this initial review process.

Committee members normally review candidate files individually, and identify the subset of all applicants that they believe warrant further consideration. The committee should then schedule a meeting to discuss the applicants and to identify those to invite to participate in an initial interview. Search committees should be as inclusive as possible in determining the candidates to invite to participate in an initial interview.

7. Initial interviews

Initial interviews can be conducted by phone or Zoom (with or without video). The same format should be used for all candidates. Initial interviews may be recorded if the candidate permits. Typically, initial interviews last approximately 30 minutes and include 20 minutes of questions from the search committee (or subset of the committee) and five minutes for questions from the candidate.

8. Identifying Finalists and Planning Campus Visits

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 the files of the top four candidates with the associate dean for consultation before finalists are identified and invited to campus for interviews.

Typically, up to two finalists are invited to participate in an on-campus interview. Visits may be done concurrently, or sequentially (i.e., the second candidate is only invited if the first candidate is not viable or turns an offer down). The chair of the search committee, with support from the academic coordinator assigned to their department/program, will arrange the candidate's on-campus visit schedule. The schedule should include a 30-minute meeting with the associate dean and, for benefits eligible positions (those including four or more teaching units), a 20-minute meeting with Heather McLean or Alisa Bue (in HR). The chair of the search committee will work with the provost's office on all travel and lodging arrangements.

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 Coach (Van Galder) shuttle to and from South Beloit (tickets can be purchased online, ahead of time).
- Candidates will typically stay at the Ironworks Hotel or Hotel Goodwin for 1-2 nights. The provost's office will make these arrangements.
- Candidates may be reimbursed for any out-of-pocket travel expenses they incur (mileage, airport parking, etc.) after the conclusion of their campus visits (the provost's office can help with this process).
- Please see the [Expense Guidelines for Faculty Searches](#) for more information

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 a pizza lunch with interested students. Please see the [Expense Guidelines for Faculty Searches](#) for more information about meals and their associated costs.

9. Search committee recommendation

After the candidate visits have been completed, the search committee shall prepare a ranking of its top candidates and a rationale for its recommendation in terms of candidate qualifications for the described position and their relation to college priorities. The search committee chair should talk with the associate dean about the recommendation and rationale.

10. Making a job offer

When the top candidate has been identified, the associate dean will contact the candidate to make a job offer. The candidate will be given a period of time (usually about one week) to consider the offer. At the end of this period, the associate dean will follow up with the candidate. If the offer is accepted, the associate dean will notify the search committee chair, and the provost's office will prepare an appointment letter and send it to the candidate.

If the candidate declines the position, the associate dean will consult with the search committee chair to determine whether the position should be offered to another candidate.

11. 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 and search committee materials should be forwarded 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 permanent file.