

Southern Connecticut State University  
ANNUAL FACULTY RECRUITMENT WORKSHOP  
Fall 2019

# FACULTY PROFILE Fall 2019

- ▶ 420 = number of FT faculty; 90 minority faculty (21.4%)
  - ▶ 401 = total number of tenured/tenure track faculty
  - ▶ 19 = new tenure track faculty; 7 minority faculty (36.8%)
  - ▶ 19 = special appointments (new and returning); 2 are minority faculty (10.5%)

(\*44.8% = minority students)

\* Fall 2019 statistic

# FACULTY PROFILE 2020

## Fall 2020 Searches

- ▶ 32 = tenure track searches
  - ▶ Includes 10 within faculty cluster searches
- ▶  $32/420 = 7.6\%$  of FT faculty will be new TT

By Fall 2020, 81/420 will be relatively new tenure track faculty, hired over the past three years, which represents 19.3% of all tenured/tenure track faculty!

# ROLES AND RESPONSIBILITIES

## ▶ PRESIDENT

- ▶ Only person with the authority to appoint long-term employees
- ▶ Resolves any disputes involving faculty appointments, after consultation with Provost, Human Resources, and Office of Diversity and Equity
- ▶ Signs all faculty appointment letters

# ROLES AND RESPONSIBILITIES

## ▶ PROVOST

- ▶ Upon approval from President, authorizes searches, after consultation with appropriate dean/library director
- ▶ Consults with Office of Diversity and Equity on all matters related to affirmative action procedures and practices
- ▶ Reviews final candidate pools with appropriate dean
- ▶ Authorizes interviews after approval of process by ODE
- ▶ Reviews finalist recommendations from dean
- ▶ Recommends hiring decisions to the President
- ▶ Recommends conditions of appointment and salary, after consultation with HR

# ROLES AND RESPONSIBILITIES

## ▶ OFFICE OF HUMAN RESOURCES

- ▶ Responsible for overseeing all recruitment and employment to ensure compliance with university, state, and federal laws and regulations
- ▶ Places advertisements in appropriate publications, including specialty advertising for searches
- ▶ Reviews appointment package for consistency and equitability
- ▶ Conducts background checks
  - ▶ Departments – please have top finalists complete background authorization form and hold. Once hiring decision is made, immediately forward signed form of individual to H.R. so they can begin the background check process.
- ▶ Approves salary recommendations

# ADVERTISING

- ▶ HR RESPONSIBILITY:
  - ▶ Inside Higher Ed
  - ▶ [higheredjobs.com](http://higheredjobs.com)
  - ▶ Diverse Issues in Higher Ed
  - ▶ Hispanic Outlook
  - ▶ Hispanic Association of Colleges and Universities (HACU)
  - ▶ One additional publication
    - ▶ Up to \$500 per department to be paid by Academic Affairs
    - ▶ Specialty advertising must be approved by the Provost and the Office of Diversity and Equity
    - ▶ Ads should not be placed independently by departments -- please contact LaKecia Anderson in H.R.

# ROLES AND RESPONSIBILITIES

## ▶ OFFICE OF DIVERSITY AND EQUITY

<https://www2.southernct.edu/offices/diversity/>

- ▶ Reviews essential search documents for compliance with affirmative action procedures and mission of the university
- ▶ Verifies the diversity of the applicant and interview pool
- ▶ Approves documents and procedures at various stages of search
- ▶ Serves as custodian of final search file



# ROLES AND RESPONSIBILITIES

- ▶ ACADEMIC DEAN /DIRECTOR OF LIBRARY SERVICES
  - ▶ Works with department to constitute a Search Committee and Chair
  - ▶ Conducts first review of Search Plan, Position Description, and Position Announcement
  - ▶ Consults with search committee/chair at major stages of search
  - ▶ Reviews applications of “top-ten” candidates prior to interviews
  - ▶ Oversees budgetary matters relative to candidate travel
  - ▶ Interviews all finalists
  - ▶ Discusses finalists with Search Committee/Chair
  - ▶ Makes decision as to which candidate is recommended to Provost
  - ▶ Makes interviewee recommendations to Provost
  - ▶ Presents terms of appointment to be recommended to President

# ROLES AND RESPONSIBILITIES

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- ▶ SEARCH COMMITTEE AND COMMITTEE CHAIR
  - ▶ Develop the Search Plan, Position Description, and Position Announcement
  - ▶ Aggressively recruit the most highly qualified and most diverse pool of applicants possible
  - ▶ Create the screening criteria, interview questions, and reference check questions
  - ▶ Screen the applicant pool and recommend interviewees to Dean
  - ▶ Set up interviews and organize itineraries
  - ▶ Recommend at least 3 finalists to Dean with strengths and weaknesses
  - ▶ Complete Search Report

# ROLES AND RESPONSIBILITIES

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## ▶ DEPARTMENT OFFICE

- ▶ Creates file for each applicant
- ▶ Notifies applicant of receipt of application and any missing items within week of receipt of application
- ▶ Emails acknowledgment letter to applicants with link to electronic affirmative action card

<https://www.southernct.edu/offices/diversity/searchprocesses/aa-response.html>

- ▶ Retains applicant files for two years after completion of search

# MRRC

- ▶ Minority Recruitment and Retention Committee
- ▶ CBA 3.4.2: “ ...assist search committees to recruit members of minority and other protected groups....
- ▶ Mentoring, support
- ▶ Consider MRRC member to serve on search committee
- ▶ Moving expenses fund – up to \$2000
- ▶ <http://www.southernct.edu/faculty-staff/faculty-development/mrrcindex/internalresources.html>

# SEARCH PLANS

- ▶ POSITION ANNOUNCEMENTS
  - ▶ Read carefully – may have been modified
  - ▶ Use only approved position posting
  - ▶ Required vs. preferred qualifications

# SEARCH PLANS

- ▶ ADVERTISING...DEPARTMENT RESPONSIBILITY
  - ▶ Use free online services
  - ▶ Network with colleagues
  - ▶ Take advantage of conference travel
  - ▶ HBCUs, HSIs, Tribal Colleges
  - ▶ Minority & Women Doctoral Directory
  - ▶ Include documentation of additional advertising

# DOCUMENTATION

- ▶ Document all decisions made about applicant pool
- ▶ Be consistent in your application of criteria
- ▶ Essential documents
  - ▶ Applicant files
  - ▶ Screening criteria (grid, typically numerical, using minimum and preferred qualifications)
  - ▶ Questions for interviews and reference checks
  - ▶ Page 2 of search report submitted after initial screening of applicants
  - ▶ List of candidates selected for phone interviews
  - ▶ Disposition of candidates not selected for campus interviews
  - ▶ Provide interview schedule of finalists selected for campus interviews
  - ▶ Criteria for evaluating classroom lecture and scholarship/creative works
  - ▶ Strengths and weakness of finalists
  - ▶ Recommendations to dean and final search report (include CVs of all applicants interviewed)

# SEARCH REPORT / HIRING PAPERWORK

- ▶ Complete search report with signatures
- ▶ Final Audit by ODE
- ▶ Explain why candidates were not considered
- ▶ Complete Personnel Action Form with CV attached of new faculty member and obtain approvals.



# NEPOTISM AND CONFLICT OF INTEREST

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- ▶ Avoid even the perception of conflict of interest and nepotism
- ▶ University policy on nepotism
- ▶ Definition of conflict of interest
- ▶ Investigation may delay a search or lead to its termination
- ▶ Composition of search committee is key
- ▶ Relationship between applicants and those who influence decisions

# Suggestions for On-Campus Interviews

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## ▶ MEETINGS WITH

- ▶ Search committee
- ▶ Department chair
- ▶ Department/open faculty
- ▶ Students (undergraduate and graduate as appropriate)
- ▶ School dean
- ▶ Any relevant program, institute, or center directors

## ▶ PRESENTATIONS

- ▶ Teaching lecture
- ▶ Research/creative works seminar or blended research/teaching lecture

Notes: have some down time built in before lecture and promote attendance to any open forum

# Suggestions for On-Campus Interviews

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## ▶ TOURS

- ▶ Department/school/campus
- ▶ If possible, show proposed office and, if separate, research/creative space

## ▶ MEALS

- ▶ Other than breakfast at hotel, lunch and dinner should be in company of faculty and/or students (and within confines of budget)

**REMEMBER: INTERVIEWS ARE A TWO WAY STREET**

# For Cluster Hire Searches

- ▶ Invite members of collaborating department (faculty and students) to any and all interview related seminars or lectures
- ▶ Arrange meeting with various department members of composing team that helped create cluster hire proposal
- ▶ Search committee should seek and receive input on candidates from collaborating faculty and departments

# Travel Expenses and Hotel

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- ▶ Travel expenses (coach airfare), car rentals, hotel accommodations, and hospitality
  - ▶ Work closely with your Deans relative to your overall budget for your searches.
  - ▶ The Deans oversee budgetary matters relative to travel/meal expenses for tenure track searches (the Provost's office oversees expenses for advertising).
  - ▶ Candidates will be reimbursed for reasonable travel expenses, (coach airfare, affordable ground transportation, mileage when using personal car and meals).
  - ▶ Make hotel reservations at the New Haven Hotel, the Omni Hotel or the New Haven Village Suites. Ask for the special SCSU rate.
    - ▶ Limit hotel stays to one or two nights, unless approved by the Dean. This often will depend on travel distance.
    - ▶ Expenses exceeding one's search budget will be the responsibility of the department.

# Hospitality

- ▶ Hospitality (Search Meals):
  - ▶ Meals/hospitality expenses during campus interviews count toward one's allocated search budget.
  - ▶ The four + candidate for lunch or dinner rule must be followed according to university policy.
- ▶ The Provost will set in place a blanket approval for the tenure track searches so that committees will only need to work with their Dean for approval of meal events.
- ▶ Dean should be consulted regarding hospitality/meal events in advance of visit for budgetary purposes and so university policy compliance can be verified.
  - ▶ Include in the email to the Dean the names of the faculty members attending the "meal event" for the search, the name of the finalist, the date and description of event type.
  - ▶ Original, itemized receipts are required.
  - ▶ No P-Cards or Alcohol are allowed.

# RECRUITMENT TIMETABLE

- ▶ July – Aug      Positions requested w/appropriate docs.  
Authorization to recruit.  
Position announcements sent to dean.  
Advertising in key publications.
- ▶ September      Faculty search plans completed.  
Specialty ads are placed.
- ▶ October          Screening of applications begins.  
Schedule interviews.
- ▶ November        Campus interviews take place.\*
- ▶ December        Interviews completed.\*  
Offers made.\*

\*A few exceptions.