

Best Practices: The New Faculty Hire

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Best Practices Series

The Interview and the Offer

*What the institution should do to ensure a successful
hiring process*



Best Practice for the Interview

Before the interview, the Chair should provide the candidate with the following information:

- ✓ A complete schedule of all elements of the campus visit, including travel arrangements, meals, meetings with various stakeholders, presentation, classroom lecture (if applicable), library tour, and formal interview;
- ✓ Detailed description for the kind and length of presentation expected by the department: should it focus upon dissertation, new research, teaching vision, or a combination of all three? Also indicate the length of presentation desired and inform the candidate to expect questions;
- ✓ If applicable, a detailed description of the kind of teaching presentation(s) expected. Provide any relevant information about the class. How many students are in class? Who else will attend? Who is the current instructor and what is his or her contact information? Provide the course syllabus so the candidate can effectively situate his or her material within the context of the whole course;
- ✓ If required, a detailed description of the contents of an expected teaching dossier;
- ✓ A list of the names and some basic information about all the members of the search committee.

During the interview, the Chair should discuss the following with the candidate:

- ✓ The make-up of the department and its position within the university and college as a whole;
- ✓ The student body;
- ✓ Teaching and research expectations for the first year and also for tenure;
- ✓ Opportunities for inter-disciplinary exchange;
- ✓ Exciting research projects within the department and future collaborations;



Throughout the interview process, the Chair should provide all candidates with timely information relating to their status within the competition:

- ✓ Candidates should have the receipt of their applications acknowledged;
- ✓ Those who are not invited to on-campus interviews should be notified of their elimination from the competition as soon as possible;
- ✓ Those who are invited to on-campus interviews should be given as much advanced notice as possible in order to prepare thoroughly for the interview;
- ✓ When an offer has been accepted, the unsuccessful candidates are notified by the chair of the search committee that the search has been concluded and an appointment has been made. **Do not say who was hired or why.**

During the interview, the Dean should discuss the following with the candidate:

- ✓ The standing of the Faculty in university-wide research profiles (how the department compares with other departments in scholarly/creative and teaching productivity);
- ✓ Opportunities for both internal and external funding.

THE DEAN & CHAIR SHOULD BE IN AGREEMENT ON WHAT THEY SAY TO THE APPLICANT IN THEIR RESPECTIVE INTERVIEWS.

Best Practice for the Offer

Information about the following should be provided when appointing tenure-track faculty:

- ✓ Salary and benefit packages;
- ✓ Criteria, date and process for tenure;
- ✓ Start-up funding (*if possible*): Ideally new faculty should be supplied with sufficient start-up funds to purchase the technology, books, and other supplies needed for research and teaching. This funding is one of the key elements of the successful recruitment and retention of new scholars. Departments & Colleges need to be aware of the start-up packages offered by competing institutions and be aware of the financial demands of different kinds of research in order to construct packages which are competitive. Start-up funding should also be sufficient to meet any special technological needs of disabled faculty;
- ✓ Availability of various internal research grants and the application requirements for each;
- ✓ Required teaching duties, course assignments and committee assignments. If possible, teaching release during the first year of teaching is another key component of recruitment and retention. New scholars need time to establish new research projects and to prepare their applications for major external grants in the fall of their second year;
- ✓ Possibilities for mentoring;
- ✓ Spousal hiring regulations or opportunities;
- ✓ Information about local real estate and rental housing markets, medical services, schools, arts organizations, sports organizations and facilities, etc.;
- ✓ Duration of contract;
- ✓ For limited term contracts - service & research expectations;
- ✓ Office space, phone, email, photocopying, library privileges, support services, and parking.

THE OFFER LETTER, WHICH IS SENT BY THE DEAN, IS COPIED TO THE DEPARTMENT CHAIR AND/OR DIVISION HEAD.