

University of St. Thomas Policies

RECRUITING AND HIRING OF TERM AND TENURE-TRACK FACULTY

Policy Number: F.02.01

Scope: All Term and Tenure-track Faculty

Purpose: To establish policies for the recruitment and hiring of term and tenure-track faculty

POLICY FOUNDATION

In accordance with the “Application to the United States of *Ex Corde Ecclesiae*,” the University of St. Thomas strives “to recruit and appoint Catholics as professors so that, to the extent possible, those committed to the witness of the faith will constitute a majority of the faculty” (Part II, Article IV.4.a).

All faculty are expected to exhibit academic competence, good character and respect for Catholic doctrine; they are also expected to be aware of and committed to the Catholic mission and identity of the University of St. Thomas. (See the “Application of *Ex Corde Ecclesiae* for the United States”, Part II, Article IV.b).

The University of St. Thomas is also committed to social justice expressed in attention to diversity and inclusion in hiring women and minorities as faculty.

The University of St. Thomas will follow these norms in hiring new term and tenure-track faculty and academic administrators.

1. Policies for Requests for and Approval of Term and Tenure-track Faculty Positions

Formal initiation of the process of hiring of term and tenure-track faculty begins with one of the following situations:

- a. Each department and school, at the request of the Vice President for Academic Affairs and according to a specified schedule, will prepare requests for additional new faculty in its planning documents, describing the reasons for the need: e.g., increasing number of students, new programs to be served. If approved by the Administration, the position will be budgeted for the appropriate year. Early in the fall semester of the year before the position is scheduled to be filled, the dean, or department chair, through the dean, will make a written request to the Vice President for Academic Affairs asking that the University confirm its intention of hiring a new faculty member. This is the ordinary procedure by which the University will approve requests for additional new full-time faculty.
- b. When an unplanned faculty vacancy occurs, or when a faculty member retires, the dean, or the department chair, through the dean, may make a written request to the Vice President for Academic Affairs, stating the reasons for replacing the faculty member. After receiving this information, the Vice President for Academic Affairs will consult with the President and seek his/her approval. The Administration may ask for further

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information from the department and/or school. If approval is given, the search process is initiated.

- c. The President or Vice President for Academic Affairs may perceive a departmental or school need and suggest to the appropriate dean that a search be commenced for additional faculty or to broaden available faculty expertise within the department or school. A search is then initiated.
- d. In cases of the incapacity or loss of current faculty during the semester, or when a decision must be made quickly due to unforeseen circumstances, the Vice President for Academic Affairs will discuss the situation with the President and, with his/her approval, take appropriate action. If such hiring is done without following the normal search process, it will not be for a tenure-track position.
- e. If a program requiring new faculty is to be initiated, the proposal should first be presented to the Academic Affairs Committee of the Board for discussion and approval, and then, if the Academic Affairs Committee so determines, submitted to the Board of Directors for final approval. If approval is given, the search process is initiated.

2. Formation of the Search Committee for Term and Tenure-track Positions

- a. Unless there is an emergency need, a search committee will be formed after the President has approved the search for a faculty position. It will normally consist of the department chair in the School of Arts and Sciences or the Cameron School of Business, or the dean in the School of Education and Human Services, the School of Nursing or the School of Theology where the new faculty member will be housed. Other committee members would include at least one or two members of this school or department and one member from a related discipline, all appointed by the dean or the department chair in consultation with the dean of the school, and one member appointed by the Vice President for Academic Affairs.
- b. The number of committee members normally should not exceed five. If, after consulting with the President, the Vice President for Academic Affairs considers it advisable, he/she may serve on the search committee instead of appointing a member. All faculty members of the search committee must be term, probationary tenure-track or tenured faculty who have completed at least one year of full-time employment at the University. In searches for a tenure-track or tenured position, at least two committee members should hold tenure. In consultation with the dean of the school, the Vice President for Academic Affairs will appoint the chair of the search committee.
- c. Faculty and academic administrators will not serve on a search committee charged with seeking their own replacement.

3. Charge to the Search Committee

The Vice President for Academic Affairs will present a charge to the committee that will include the following: the position to be filled; the integral value of University mission alignment for the successful candidate; the academic degrees and experience required; the rank; whether it is a term or a tenure-track position; the scope of the search (internal, local, national);

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the time by which the appointment should be made; the financial resources available; and any other special considerations. Searches for faculty are normally national.

4. Search Committee Responsibilities

- a. Prior to initiation of the search process, the chair of the search committee will meet with the President to solicit his/her perspectives on the search in the context of total campus needs, mission and future. The chair will report the outcomes of this meeting at the initial meeting of the search committee.
- b. The chair must hold a meeting of the search committee within two weeks after its members have been selected. After reviewing its charge, the committee will compose an advertisement and recommend the most appropriate means of publicizing the position. Requirements for ads and other matters concerning searches are explained in a procedural document titled "Recruiting and Hiring New Full-Time Faculty," available from and provided to each committee member by the Academic Affairs Office. Using these guidelines, the committee will create an advertisement and the chair will submit it to the Vice President for Academic Affairs for approval and marketing distribution.
- c. Applicants must submit a current curriculum vitae; a statement of support of the University's mission of Catholic higher education; the names, addresses, telephone numbers, and e-mail addresses (if available) of three references; and other information requested in the position ad. These documents and information, along with official transcripts, must be received and available to those involved in the interview process before an applicant is eligible for an on-campus interview.
- d. Every member of the search committee must have the opportunity to review all applications for the position. The members may delegate initial screening to the committee chair.
- e. After allowing sufficient time for advertising and for receiving applicants, the search committee will meet and select no more than three candidates for an interview. Prior to inviting any candidate for an interview, the search committee chair will discuss with the Vice President for Academic Affairs the qualifications of the candidates and review the committee's efforts to comply with the University's policies for hiring Catholics, women and minorities. Within the approved budgetary restrictions, candidates will be invited for an interview. The Vice President for Academic Affairs must approve all on-campus interviews. Normally, only two finalists will be invited.

5. Criteria of Selection

- a. A primary consideration in filling all new positions is hiring those committed to the University's mission. Candidates should clearly embrace this special mission. Consequently, the search committee must observe the University's policy of promoting the hiring of Catholic faculty, a requirement set forth in the "Application to the United States of *Ex Corde Ecclesiae*." The committee will implement this preference by actively seeking, for available positions, Catholics committed to the Church. The search committee will document these efforts in their report of the search committee outcomes.

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- b. The University is also committed to hiring women and minorities as faculty members. Accordingly, the search committee will implement this preference by actively seeking women and minorities for available positions. The search committee will document these efforts in their report of the search committee outcomes.
- c. Those selected for faculty positions must clearly fulfill the advertised academic and professional qualifications and criteria, demonstrate collegial spirit, and show willingness to participate in extracurricular activities and in campus-wide initiatives such as undergraduate research, faculty governance roles, service learning, the FYE Program, the Honors Program, and the Catholic Studies Program.

6. Interview Process

- a. Ordinarily, candidates will meet all full-time members of the searching school or department to ask and answer questions.
- b. The search committee will interview candidates as a group and, if possible, individually. In addition to examining a candidate's collegiality and professional and academic suitability for the position, the committee will give special attention to the candidate's support of the University's mission as a Catholic institution of higher learning.
- c. The chair will endeavor to make the campus visit for each candidate as identical as possible.
- d. A presentation by all finalist candidates is mandatory. This might be a class observed by search committee members and others involved in the interview process or a scholarly presentation for the school's or department's students and faculty and interested members of the University community observed by the search committee members and other interviewers. The search committee chair is responsible for arranging this presentation in a timely way prior to the candidate's arrival.
- e. The President, if he/she desires, Vice President for Academic Affairs and dean of the school involved will meet with interviewees. These administrators will pay special attention to the candidate's enthusiasm to foster the University's mission as a Catholic institution of higher learning. The search committee chair is responsible for scheduling these interviews and for providing the candidate's curriculum vitae and other information requested to those conducting the interviews.

7. Selection of Candidate

- a. After completing its interviews, the search committee will submit a brief report analyzing, without ranking, the candidates on their respective strengths, weaknesses and in particular their University mission alignment to the dean of the school, who will transmit it with his/her recommendation and comments to the Vice President for Academic Affairs. This report will state the strengths and weaknesses of each candidate along with the rationale for University mission alignment. The report will document the committee's efforts to comply with the University's selection criteria.

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- b. If the search committee is unable to reach agreement on its choices, the Vice President for Academic Affairs may assign the appropriate academic dean, if he/she is not already on the committee, or another term, tenure-track or tenured faculty member to participate as his/her delegate in order to conclude the search.
- c. If the Vice President for Academic Affairs selects one of the candidates chosen by the committee, he/she shall then seek the approval of the President, who shall make the final determination in selecting the candidate for the position or requesting that the search be continued.
- d. The Vice President for Academic Affairs will notify the candidate selected, informing him/her of the conditions of the contract to be prepared, or he/she may choose to act through the department chair or dean in approaching the candidate selected.
- e. The Vice President for Academic Affairs will also notify the candidates not selected of the University's decision as a professional courtesy, and thank them for their submission to the search process.

8. Continuation or Termination of the Search

- a. If the search committee judges that the search has not produced a suitable candidate, it will report this finding to the Vice President for Academic Affairs. He/she will then either ask the committee to reconsider its decision or will declare that the search should be extended and will specify the terms of the continuance.
- b. The Vice President for Academic Affairs may, if he/she judges it necessary, recommend to the President that a search be terminated.

APPROVED: Board of Directors

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