FACULTY HIRING PROCEDURES (Updated 10/21/2013)

- Position Description
- Review of Applicants
- Response to Applicants
- References
- Phone Interview
- Campus Interviews
- Expenses

Position Description (updated 8/30/11)
The position description is written by the department chair in consultation with the dean. Whenever possible, a block ad using the following description will be placed in printed publications:

Simpson College, a private, nationally recognized regional college grounded in the liberal arts tradition and affiliated with the United Methodist Church invites nominations and applications for the position of…

[INSERT SPECIFIC JOB DESCRIPTION INFORMATION]

Simpson College encourages innovative teaching and seeks colleagues who will help its students of all ages develop critical intellectual skills, nurture values which foster personal worth and individuality for the purpose of living lives of leadership within a creative, diverse and just community. The main campus is located in Indianola, Iowa which is just 12 minutes from the capital city, Des Moines, Iowa. Additional facilities are located in West Des Moines and Ankeny. To learn more about Simpson College, please visit: www.simpson.edu.

The position will begin [INSERT DAY OF ORIENTATION], and require a Ph.D. or other appropriate terminal degree, interdisciplinary interest and experience and/or expressed interest in working at a primarily residential, liberal arts institution. Candidates for the position must demonstrate potential for excellence in teaching and a willingness to engage students in scholarship, research and/or creative work. Faculty members at Simpson College are expected to participate in faculty governance, student advising, new student recruitment and in other ways to demonstrate support for the mission of the institution.

Submit application letter, curriculum vita, transcripts, and three letters of recommendation to:

Jane Doe, Chair
Department of XYZ
Simpson College
701 North C Street
Indianola, IA 50125
Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. You will find the entire EOE statement at: http://simpson.edu/employment-opportunities/. Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search and motor vehicle history.

Note: Departments may also wish to ask applicants for evidence of teaching effectiveness such as student evaluations, teaching philosophy, publications, videotapes, etc. It should be clear to all candidates that references will be checked for all finalists, up to and including a criminal background check.

Review of Applications
The chair of the search committee, working with the other members of the committee will determine a process to review the applications. At the first meeting of the search committee, the chair should discuss the issue of conflict of interest with members of the committee. The following statement summarizes conflict of interest for committee members:

[Faculty members participating in hiring committees must exercise integrity and objectivity when making decisions. Committee members must be certain that conflicts of interest or other biases do not exist which may interfere with their ability to make an impartial decision. A conflict of interest or bias occurs when a committee member has a financial or personal relationship or interest which impairs the member's ability to be fair and impartial. For example, a conflict of interest may well exist where a committee member will receive an individual financial benefit from a decision or where a committee member has a familial or similar relationship with an individual who may be affected by a decision.]

A person serving on a committee may conclude that he or she has an actual (or perceived) conflict of interest or bias and may remove him or herself from involvement in a particular decision to be made by the committee. A committee member who is not certain whether a conflict of interest or bias exists may bring his or her concern about the conflict or bias to the attention of the appropriate dean, committee chair or supervisor. In this event, the committee member must disclose enough information to enable the dean, committee chair or supervisor to consider the matter fairly and openly. If the dean, committee chair or supervisor determines that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the member of the committee shall be excused from participating in making the decision.

A member of the committee or an individual who is the subject of a decision to be made by the committee may also raise a question as to whether a committee member has a conflict of interest or bias which may interfere with that committee member's impartiality. The concerned individual shall bring the matter to the attention of the appropriate dean, committee chair or supervisor. The dean, committee chair or supervisor shall discuss the matter with the affected committee member. If the dean, committee chair or supervisor determines that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the member of the committee shall be excused from participating in making the decision at issue.
A member of a committee who is excused from participating in making a decision in accordance with this policy does not forfeit his or her position as a member of the committee. The fact that an individual has been excused from participation pursuant to this policy shall not prejudice any personnel or other institutional decision made with respect to the committee member.

**Response to Applicants**
Upon receipt of an application, the search committee chair should send a letter of acknowledgment as soon as possible. A sample letter of acknowledgement is as follows:

Dear (name):

Thank you for your application for the position of (fill in) here at Simpson College.

Your application and all of the others which have been submitted will be carefully considered by the search and screen committee.

If further information is needed, we will contact you.

Sincerely,
(Committee Chair/Committee members’ names)

After the deadline for applications has passed, the search committee should reduce the number of applicants to a list of 3-5 candidates for further consideration. Normally a call is made to the top candidates to see if they are still interested and to let them know that references will be checked. At least one member of the committee will check two or more of the candidate’s references.

The dean and the search committee chair will then review the files of the top candidates and determine which candidates will be brought to campus to interview. In addition, the search committee chair should review (with the dean) the files of all candidates meeting the position requirements who have identified themselves as members of protected classes.

A person not included in the short list should be promptly notified of this decision. A sample letter would be as follows:

Dear (name):

Thank you for your interest in the position of (fill in) here at Simpson College.

After very careful consideration of all candidates, interviews have been scheduled for only those whose education and experience most closely relate to the requirements of the position. We regret that the Committee has not included your name in the list of final candidates.

Be assured that this is no reflection on your capabilities or credentials, but simple a selection of finalists passed on the particular requirements for the position.

Your interest in Simpson College is appreciated.

Sincerely,
**Phone Interviews**

In some disciplines, it is helpful to have a member of the committee do preliminary screening interviews at discipline conferences to identify a pool of candidates for additional review. The College will pay for one member of the department to attend a conference for this purpose. Additional members of the committee may attend using their annual professional travel funds.

In some cases, the pool of applicants may be narrowed by doing telephone or Skype interviews of the top candidates. All members of the search committee should be present for all interviews. It is often helpful to have a list of questions so that each candidate can be asked the same series of questions.

**Scheduling of Campus Interviews**

Motel reservations and travel arrangements by air are to be made by the human resource office. Inform the secretary of the candidate’s name, address, work and home phone numbers and the nearest airport the candidate would like to travel from. Candidates will normally travel to campus by the least expensive option possible. In order to get the least expensive airfares, normally visits will be scheduled at least two weeks out.

Itineraries should include a 30-minute period for the dean and 30 minutes for the president. To avoid candidate fatigue, please schedule faculty and others in groups of two to four. Leave time during the day for the candidates to rest and refresh. Candidates in the sciences should be asked if they wish to meet with the director of corporate and foundation relations to discuss grant opportunities.

Interview schedules for tenure-track positions should include the following:

- A one hour meeting with the Search Committee at the beginning of the schedule
- Meeting with department chair and members of the department
- An individual meeting with the non-departmental member(s) of the search committee
- Meeting with the Continuing & Graduate Programs, Simpson Colloquium Director, General Education Director and a member of the Multicultural/Minority Issues Committee (MMIC)
- Meeting with students
- A campus tour and drive around Indianola
- A presentation to a class or group of students and faculty members. The department chair should make sure the room is reserved, audio visual equipment is at hand and encourage students to attend.
- A faculty reception (please make sure you overlap more than one class period when you schedule a meeting time for general faculty)
- A 30 minute meeting with the Search Committee at the end of the interview schedule
- A meeting with Mimi Bartley (Human Resources)
- A meeting with Rosemary Link (Continuing & Graduate Programs) if the person will teach regularly in the Continuing & Graduate Program

**Meals:** if students are invited, please eat lunch on campus. For any dinners, keep the number who attends down to a minimum—no more than the candidate plus two or three members of the search committee. Turn in miscellaneous expense receipts to the human resources office.
REMINDER: The College will NOT reimburse for alcoholic beverages. The academic dean’s office will send a link to the Faculty Handbook, current catalog and information on the city of Indianola to all newly hired candidates. We will also contact the local newspaper to send the new faculty members some free issues of the paper. If you have any departmental information, etc. that you want sent, you may give it to the dean’s office to include with their mailing.

All applicants must be sent AA/EOE cards – see Mimi Bartley.

All applications must be saved and delivered to human resources after the hiring is done to be kept on file for four years.

**Items for Negotiation**
In addition to salary and benefits, any additional items (start-up funds, moving expenses, etc.) should be negotiated between the candidate and the dean. The chair should refer questions on such items to the dean.

**Final Selection**
After the final interview, the dean will consult with the search committee chair, the president and others who have participated in the interview to determine whether to extend an offer or extend the search. The dean will call to extend the offer. Normally, candidates will be given one week to make their decision.

Once an offer has been accepted and a signed contract has been received, finalists who are not selected should be sent a letter letting them know they have not been selected. An example of such a letter is as follows:

_Dear (name):

It was a pleasure to meet you recently to discuss the position of (fill in) here at Simpson College.

After carefully reviewing the strengths of the candidates we interviewed, I can only tell you we believe that another candidate’s experience and educational preparation more closely matched the duties of this position.

The opportunity to meet you has been appreciated._

_Sincerely,_

**Expenses**
All requests for payments, with documentation attached should be sent to the director of human resources.

Ads will be placed by the human resources office. Generally, a block ad will be placed in _The Chronicle_ at the beginning of the year for all positions. Ad length will be minimized and applicants will be referred to the College’s Website for additional information.
Candidates will travel to campus by the least expensive means possible. Airline travel will be booked as far out as possible to reduce costs, normally two weeks. In some cases, it will be less expensive to have the candidate stay over another night to reduce airfare costs.

When possible, meals with candidates will be on campus. Meals off campus with the candidate should be limited to the candidate plus two or three members of the search committee.

The College will pay for one faculty member to attend a discipline conference for the purpose of screening candidates. Arrangements should be made by the human resources office. Additional committee members may attend at their own expense or using their regular professional travel funds.