FACULTY HIRING PROCEDURES (Updated 11/01/2012)

- Initiation of a New Search
- Recruiting of Applicants
- Advertising and Recruiting

Initiation of a New Search
All position requests must be approved by the academic dean before a search begins. Using the SEARCH AUTHORIZATION FORM, the department chair describes the position and provides a brief rationale. After approving the position, the dean will send a copy of the SEARCH AUTHORIZATION FORM back to the chair. After receiving written authorization for the search, the department chair should organize a search and, if need be, a screening committee.

Information about the search and screening committees, a job description, and suggested placement for ads should be sent to the dean on page two of the SEARCH AUTHORIZATION FORM.

Recruiting of Applicants
Once the dean has approved the job description, etc., the dean will send the authorization and placement information to the director of human resources, who will place the ads. For tenure-track positions, an ad will normally be placed in The Chronicle of Higher Education and specialty publications to increase the diversity of the applicant pool. The dean will send the search committee chair a SEARCH SUMMARY FORM to be used to record the milestones in the search process.

Advertising and Recruiting Guidelines

Tenure-track and Multiple Year Positions
Human Resources sends ad to discipline job lists, provided by the search committee
Human Resources sends ad to The Chronicle of Higher Education
Human Resources places ad on Simpson College Web site
Human Resources sends ad to minority publications
Human Resources sends ad to local papers when appropriate
Department Chair sends announcement to graduate schools and departmental mailing lists
Department Chair arranges for attendance at national conference for recruiting, if appropriate

One-Year Positions/One-Semester Positions
Human Resources sends ad to local papers when appropriate
Human Resources sends ad to discipline job lists when appropriate
Human Resources places ad on Simpson College Web site
Department chair sends announcement to graduate schools and department mailing lists

Paid Advertising
Normally, the Human Resource Department will place all ads for faculty positions. All ads must be approved by the dean before placement.