

Simpson College  
Department of Music  
Part-time Faculty and Staff Hiring Policy

Whenever there is a faculty or staff position to be filled, the following will be the Department of Music's procedure. This procedure allows for full involvement, communication, and transparency in the hiring process for all part-time staff and faculty positions. This includes, but is not limited to, teaching artists, classroom faculty, sabbatical replacements, long-term guest artists (more than a week), and part-time staff positions.

- a) All departmental full- and part-time faculty members will be notified in writing of any part-time vacancies as soon as they come open so that anyone who might have an idea for a good candidate or who has a concern about a position or course has an opportunity to express their thoughts prior to the position being filled. The notification will include an "action date." The department acknowledges that there are times when the window for comment and consideration may necessarily be brief due to unexpected staffing changes and immediate student need. However, whenever possible, a minimum of a two-week window is suggested.
- b) The Chair or the Chair's designee will convene an open meeting where any full-time faculty member may attend. Those assembled at the open meeting will discuss possible candidates for the part-time position and develop an "ask order" using names of recommended candidates. Considerations in evaluating all candidates must include how the candidate does or does not add to the department's diversity (see [Departmental Statement on Diversity and Inclusion](#)), the candidate's academic qualifications in the field of expertise, and the candidate's demonstrated success in teaching in the field of expertise.

If schedules do not permit attendance at the meeting, comment may be sent to the meeting convener in lieu of physical attendance. In all cases, faculty members offering names for consideration must address the three points listed in the preceding section.

- c) The Chair or the Chair's designee will ultimately make the contact to a candidate and offer the position as representative of the Department and the College. Notification to the full- and part-time faculty regarding a hire will happen only upon the successful completion of the criminal background check and signing of a contract (when the candidate is officially hired).
- d) **CONFLICT OF INTEREST** – Any person with a real or perceived conflict of interest will not participate in this process. See Simpson's guidelines regarding conflict of interest [HERE](#).

Approved and Adopted: September 19, 2017