

# Procedures for Conducting Tenure-line Faculty Searches in the Department of History

Fall 2023 (Adopted 11-29-2023 - Passed unanimously)

## I. Securing The Position To Be Advertised.

1. Prior to submitting a request to the Dean for the return of a vacant position, or for a new position, the Department Chair will meet with the faculty to discuss what field(s), expertise, educational background, etc. should be sought.
2. In this discussion, consideration should be given to the department's priorities as set out in its Unit Plan. The department's diversity needs will always be included in its discussion.
3. The faculty will determine by majority vote which field and/or subfield best fills the needs of the department.
4. Pursuant to this decision, the Chair and *a Search Department Task Force made up of the department's Graduate Director, History Secondary Education Director, Public History Director, and three tenured faculty members chosen by the APT* will work together to formulate the specific description that, upon approval by the Dean, Office of Equity, Diversity, and Compliance, and the Provost and Executive Vice Chancellor for Academic Affairs, will serve as the advertisement for the search.
5. Once these approvals have been obtained, the search will proceed.

## II. The Search Department Task Force and the Search Committee

1. The Department Chair will call a meeting of the *Search Department Task Force* to discuss the search process.
2. The *Search Department Task Force* will determine a tentative timeline and general plan for conducting the search before recommending the Search Committee to the Chair.
3. The Search Committee will consist of five members.
  - a. Five members of the Search Committee will be chosen by the *Search Department Task Force* from among the tenured or tenure track faculty in the Department. The *Search Department Task Force* may consider factors in choosing members for the Search Committee including but not limited to: knowledge of relevant fields, experience, expertise, and the diversity of the Search Committee. Members of the *Search Department Task Force* may also serve on the Search Committee. The *Search Department Task Force* will recommend the Search Committee to the Department Chair for appointment.
  - b. Once elected by the Search Committee, the Search Committee Chair will serve as a voting member of the committee. The Search Committee Chair will communicate with candidates, complete and process paperwork, maintain files, and perform other tasks specified in the University "Recruitment and Selection Procedures." The Department Chair may assist with these duties.
  - c. All deliberative meetings of the Search Committee will be conducted face-to-face or over university-approved digital medium.
4. Once the Search Committee is formed, it will conduct the search as outlined below.

### **III. The Search Process**

#### Phase One: Organizing the Search after the Search Committee is Formed

1. In order to ensure consistent and accurate compliance with University requirements prior to searches, members of the department will meet to review University and Departmental search procedures and discuss the objectives of confidentiality, fairness, nondiscrimination, and affirmative action.
2. The Search Committee will determine a specific plan for the search and discuss the timeline, interview schedules, and target dates for submitting hiring recommendations.
3. The Search Committee will create a recruitment plan designed to broaden the applicant pool of qualified individuals as much as possible.
4. The Search Committee will develop objective selection criteria based on the position requirements and design instruments to record its application of those criteria and in line with the current AASOP and faculty handbook.
5. All Search Committee members must be present in person or virtually for any deliberations on candidates
6. *If at any point a search committee member can no longer serve due to extenuating circumstances, the Department Chair shall appoint a faculty member to serve as an alternate.*

#### Phase Two: Narrowing the Field of Qualified Candidates

1. The Search Committee Chair is responsible for working with HR as needed on all communication with applicants keeping records, and filing required reports. They will also appoint a Search Committee member to keep minutes of meetings. The Department Chair may assist with these duties.
2. On or after the “initial review date,” Search Committee members will begin reviewing complete application files and evaluating applicants' qualifications according to criteria and using the instruments developed at the beginning of the search.
3. Confidentiality must be maintained throughout the search process. Information gathered during the search process may not be shared with others in the department who do not serve on the Search Committee without written permission from the applicants.
4. Creating the Preliminary Interview List
  - a. The Search Committee will narrow the field of candidates who may be considered for interviews by reviewing completed qualification instruments.
  - b. The Search Committee will decide, in consultation with the Department Chair, whether or not to conduct interviews at a professional convention and/or to conduct telephone or University-approved video-conference interviews. The Search Committee will create a list of questions to be used for such interviews.
5. Creating the Final Interview List.
  - a. The Search Committee will meet to select by majority vote finalists for possible on-campus/video final interviews.

- b. The Search Committee will identify members who will conduct the reference checks of the finalists and create a list of questions to be asked of each referee. Members of the Search Committee will share equally the work of interviewing references. Information from interviews with referees will be recorded in writing and provided to the Search Committee. Reference information is confidential and must not be shared with anyone other than the members of the Search Committee.
- c. The Search Committee Chair (or Department Chair) will work with HR on immediate next steps.
- d. Search Committee Chair should communicate with each candidate at this point and obtain written permission from the selected candidates to share specified information with History Department faculty members. That information may include the application letter, *curriculum vita*, written statements, and publications. Letters of recommendation will not be included.
- e. The Search Committee will meet to discuss the reference calls, make any necessary changes, and either endorse its original vote or, based on information elicited by reference checks, revise by majority vote the list of candidates it will invite to campus.

### Phase Three: Final Interviewing

- 1. The Search Committee will develop a campus visit schedule that follows a consistent format for each candidate. The Committee should identify all individuals and groups who will be involved in campus visit events, schedule the visits, and provide all interested parties with visit schedules and background information about the candidate.
- 2. The Chair of the Search Committee will remind all faculty members of the importance of confidentiality and of appropriate equal opportunity policies governing the interviewing and discussion of candidates.
- 3. Schedules for campus visits may vary from search to search but must always include an interview with the Search Committee, a separate interview with the Department Chair, and a presentation to the History Department faculty and invited guests. Every effort should be made to involve all interested members of the Department.

### Phase Four: Selecting the Final Candidate

- 1. Feedback.  
After all candidates have been interviewed, the Search Committee Chair will call a meeting to solicit input from colleagues. The faculty does not vote; however, the Search Committee should invite feedback. The Search Committee can solicit feedback from faculty, staff and/or students, and feedback mechanisms will be designed to provide a fair and equitable assessment of each applicant's skills, knowledge, and abilities to perform the functions of the job. Feedback will be invited through paper and/or electronic forms, and there will be an option for anonymous feedback. All forms will be collected, collated, and provided by the Search Committee Chair to committee members prior to meetings where deliberations will take place.

2. The Search Committee Decision.

The Search Committee meets to deliberate and vote on the candidates who will be recommended to fill the position. The name of only one interviewee may be moved in a single motion in the official vote. *A vote of at least 70 percent is required to send a candidate's name forward (4-1 or 5-2 in the case of a chair search).* The Search Committee will then rank the final short list of between 2 and 4 candidates and approve the ranking by at least a 4-1 vote *(5-2 in the case of a chair search)*. The Chair of the Search Committee counts the secret written ballots and retains them as required by University policy. The Search Committee will then vote on whether, in the event the Committee's first choice refuses an offer, to recommend that the Department Chair make offers to another candidate (or candidates). If the Search Committee fails to secure a 4-1 vote *(5-2 in the case of a chair search)* for all final ranking candidates or a ranking of finalists, it will report the deadlock to the APT. The APT will then deliberate on its own, vote on the qualifications of each of the finalists, and create its own ranking, following the process outlined above.
3. If the Search Committee vote is at least a 4-1 result *(5-2 in the case of a chair search)* on at least one candidate and on the ranking of finalists, it will report its recommendations to the Department Chair. The Search Committee may decide to meet with the Department Chair to discuss its rationale.
4. In cases where the Search Committee makes a recommendation to hire a candidate for a tenure-track open ranked position, the Department's APT Committee shall make the formal recommendation for the candidates rank and/or tenure status.