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

Fall 2016 (Adopted 9-28-2016)

**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 the Department Personnel Committee (DPC) 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 DPC and the Search Committee**

1. The Department Chair will call a meeting of the DPC to discuss the search process.
2. The DPC 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.
   1. Five members of the Search Committee will be chosen by the DPC from among the tenured or tenure track faculty in the Department. The DPC 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 DPC may also serve on the Search Committee. The DPC will recommend the Search Committee to the Department Chair for appointment.
   2. The Department Chair will serve as an ex officio, non-voting, member of the Search Committee.
   3. 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.
   4. 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 Affirmative Action/Equal Employment Opportunity requirements during 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.

Phase Two: Narrowing the Field of Qualified Candidates

1. The Search Committee Chair is responsible for all communication with applicants as well as receiving and acknowledging applications, sending Affirmative Action forms, keeping records, and filing required reports. S/he will also appoint a Search Committee member to keep minutes of meetings. The Department Chair may assist with these duties.
2. The Search Committee Chair will notify the department faculty in writing of all search committee meetings and agenda items.
3. 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.
4. 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.
5. Creating the “Short List.”
   1. The Search Committee will narrow the field of candidates who may be considered for interviews by reviewing completed qualification instruments. The final short list must be approved by majority vote of Search Committee members.
   2. The Search Committee Chair (or Department Chair) should telephone or e-mail each candidate on the short list and obtain written permission to share his/her application materials with the PTC and call indicated references, non-indicated references, and the candidate’s immediate supervisor.
   3. The Search Committee Chair will make the short list candidates’ application materials available to the PTC before the PTC meets to approve credentials of the Search Committee’s short list and will represent the Search Committee to the PTC.
   4. The Search Committee may rank the candidates and make additional reports or recommendations to the PTC (per University Recruitment and Selection Procedures) at the Search Committee’s discretion and in a manner it sees fit. If the Search Committee deems it necessary, they may meet with the PTC (or send a representative).
   5. The PTC will deliberate and vote on whether each of the recommended candidates is qualified for faculty employment in the History Department. The name of only one applicant must be moved in a single vote and all motions must be made in the affirmative. Personnel decisions in the PTC are made by 75 percent vote and are final.
   6. The PTC Chair will report the decisions of the PTC to the Search Committee.
   7. The Search Committee may return to request the PTC's approval of additional candidate qualifications at any time during the search process.
   8. 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 Skype interviews. The Search Committee will create a list of questions to be used for such interviews. At least two members of the Search Committee will be present for all interviews.
6. Creating the On-Campus Interview List.

a. The Search Committee will meet to select by majority vote finalists for possible on-campus 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 indicated and non-indicated 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 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.

d. The Search Committee Chair (or Department Chair) will complete the Interim EPA Recruitment Report and obtain written permission from the selected candidates to share specified information with History Department faculty members. That information will include the application letter, *curriculum vita*, written statements, and publications. Letters of recommendation will not be included.

Phase Three: On-Campus 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. Faculty 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 written feedback and may provide a form for this purpose. All written feedback will be part of the official search record.

1. 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 75 percent is required by the University to send a candidate’s name forward (4-1). 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. 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 short-listed candidate (or candidates). If the Search Committee fails to secure a 4-1 vote for all final ranking candidates or a ranking of finalists, it will report the deadlock to the PTC. The PTC 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.

1. If the Search Committee vote is at least a 4-1 result 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.