

COLLEGE OF ARTS AND LETTERS
TENURE-TRACK SEARCH GUIDELINES
(Amended and approved June 21, 2018)

In addition to requiring all units to follow all HR policies as outlined on its website, the College has established the following guidelines.

- 3 reference letters be submitted by all applicants with their initial application. The letters should be sent to the chairs of the search committees. Letters should be made accessible to the search committee, preferably electronically through a file-sharing site like Dropbox or Google Drive. If staff support is needed, the search committee chair should request this of the Dean.
- HR requires all applicants to upload a copy of an official transcript. Of course, the new hire will need to provide a sealed, official original transcript when hired.
- All position announcements/advertisements must be approved by the Dean prior to posting.
- Search committee formation must be discussed with and approved by Dean. An out-of-department member will be required for each committee that is searching for a TT line for which there is currently a VI or Instructor in that position. In some cases, an out-of-department chair of the committee will be required (in those units who have long-standing VI or Instructors in the position, and for whom it would be difficult to guarantee unbiased leadership of the committee if using an in-department chair).
- The search committee will establish its process for determining the semi-finalists and finalists. This process should be transparent, yet confidential. It should be clarified and communicated to all search committee members prior to the deliberations to select semi-finalists. A graduate student serving on a search committee has the right to a vote as a member of that committee.
- The chair of the search committee, working in consultation with the unit administrator, and working closely with the search committee, will handle the following details of the search: construct and post position announcement, create rubric, if necessary, for evaluating research and teaching presentations of finalists, review all applicants' materials, select semi-finalists for conference, phone or Skype interviews, hold those interviews, select finalists to visit campus, check references of finalists. If the semi-finalist interviews are being conducted at a conference, and it is not possible for all committee members to go to said conference, the committee members who do attend may select the finalists to visit campus if there is prior agreement to this arrangement by all members of the committee.
- The department/school will establish its process for gathering input from the entire faculty, either by open discussion, by email, by individual or small meetings, or by vote. This process should be clarified and communicated to all tenure-track faculty prior to the on-campus interviews. This should include making available all videos of finalist

presentations, should those videos exist. A description of the process will be provided to the Dean prior to the on-campus interviews. Only tenure-track faculty are eligible to provide input and/or vote on finalists.

- The unit administrator will handle all details of the on-campus visits: create the schedule for the visits, arrange travel and accommodation for finalists, arrange the meetings, meals, tours, set up the public presentations, and ensure the mechanism for input by all faculty in the unit. That input can be given to the committee chair, any member of the search committee, and/or the unit administrator.
- A public research presentation will be required of all candidates. Ideally, all committee members will attend, barring unavoidable and unalterable circumstances (sudden and/or severe illness, conflicts with classroom teaching, etc.) Current faculty who are also applying for the same position should not attend. An evaluation rubric may be developed, and completed by each member of the search committee.
- A teaching demonstration will be required of all candidates. Ideally, all committee members will attend, barring unavoidable and unalterable circumstances (sudden and/or severe illness, conflicts with classroom teaching, etc.) Current faculty who are also applying for the same position should not attend. An evaluation rubric may be developed, and completed by each member of the search committee.
- If any member of the search committee has an unforeseen scheduling conflict, and cannot attend either of the above presentations, then the presentation may be video-recorded for the committee member to view if the candidate and the committee agree.
- An internal candidate who becomes a semi-finalist and/or finalist must be given the exact same interview experience as the external candidate insofar as such an experience is possible. If Skype is used to interview semi-finalists, all candidates should be Skyped. If conference calling is used to interview semi-finalists, all candidates should must-be conference called.
- Once all finalists have completed their campus visits, the search committees should convene as soon as possible to discuss the finalists. Search committees will determine their own method of assessing and ranking the finalists. The search committee chair will then provide a written report containing a ranked list of acceptable candidates to the unit administrator as well as the Dean, along with a list of strengths and concerns/weaknesses of each candidate.
- Best practices dictate that units will call a full faculty meeting to discuss the report of the search committee. A vote of the full faculty should be taken. Some units may ask for full faculty input via email or other discussions. Whatever the mechanism for obtaining input from faculty, the unit administrator and/or search committee chair will include a summary of this input in his/her report. This report is advisory to the Dean.
- The unit administrator, after considering the search committee's report, will provide his/her own written report to the Dean. The Dean will then determine the ranking of candidates to whom the position may be offered.

- FAU is not required to give special consideration to any particular group of candidates. However, the federal requirements are that the university must make a good faith effort to advertise in a broad area so that the best qualified applicant regardless of race, gender, age, etc. can be hired.

Several books regarding searches are available for loan from the Dean's office. They are in the Dean's conference room. Search committee members are encouraged to read these books for additional suggestions and guidance.