

Search Process for Faculty Hires  
Updated 2021

When you have received approval from the Dean to proceed with a search, the department can begin the process of drafting a job advertisement. Before doing so, please review the policy on increasing faculty diversity (on the Dean of Faculty website). You must include on your job advertisement the boilerplate language appended to the end of this document. Once the draft ad is prepared, it should be submitted to the Faculty Affairs Committee, Human Resources, Dean of Inclusive Excellence, and the Dean of Faculty.

1. The search committee should include at least three members of your department (unless there are conflict of interest issues, in which case other arrangements should be made with the Dean) and one faculty member from outside the department (please consult the Dean about this choice) Please do everything you can to involve students in the process, through lunches or other informal interactions as well as a mock class or instructional setting. Retiring faculty members will not have a formal role nor a vote in the search for their replacement.
2. Faculty job advertisements are posted on Interfolio by Martha Hilton. You will need to request at least a vita, a letter of application, and a list of references from each applicant.
3. Once you have identified a 'long list' of candidates for preliminary interviews, please submit the list to the Dean's Office for review before moving on to the creation of the short list. The purpose of this initial review is to verify that search committees have, to the best of their ability, assembled a diverse pool of candidates. If they have not done so, committee chairs should submit an explanation as to why they believe they were not successful. *Please review the memo on increasing faculty diversity.* This report should be submitted to the Dean of Faculty.
4. Telephone or video interviews commonly follow (or you may do initial interviewing at a conference but please consider whether conference interviews are absolutely necessary given the expense for not only the institution but for the candidates as well.)
5. After you have narrowed your candidate list down to the top three, consult with the Dean about what follows. *Do not contact your short list until you have received permission to do so from the Dean.* Email the Dean and Martha scanned copies of the top candidate's vitas.
6. Candidates are responsible for making their own travel arrangements. If a candidate may have difficulty in doing so, please contact the Dean's Office to discuss options. Receipts should be submitted to the department chair. Department chairs will submit receipts and expense request forms to Martha for reimbursement.

7. The campus visits should include time for the candidates to meet with students and faculty. There should be an opportunity to see the candidate teach. Some search committees have evaluation forms for people to fill out and submit to them. The candidate should also receive a packet of information from Human Resources and then meet with representatives from the Promotion and Tenure Committee, Faculty Affairs Committee, the Dean for Inclusive Excellence, the Dean of Faculty, and if a tenure-track position, the President (if available). A tour of campus (often conducted by one of the Admissions Office's student tour guides) is a good idea. Tenure-track candidates appreciate an hour or so to have a community tour. Ordinarily, the candidate will be asked to teach a class. In addition, candidates typically make a presentation to faculty and students regarding his or her research interests, followed by a social reception so that the candidate can meet faculty and staff from across the college. If possible, departments should strive to schedule events together to keep expenses down. The search committee will make the arrangements for the reception, in conjunction with another committee as appropriate and feasible.
8. Search committee members should attend the class demonstration and the job talk, as well as other meetings as appropriate, in order to develop a comprehensive assessment of each candidate. Expenses for campus visits are covered by the Dean's Office. Submit any receipts and reimbursement requests from both candidates and/or members of the search committee to Martha Hilton.
9. When the search committee has reached consensus (the decision does not need to be unanimous), submit a signed letter announcing the committee's choice to the Dean. The Dean will discuss this with the President and will make the job offer on behalf of your department. *You are not authorized to contact the candidate to offer the position, even informally.*
10. It is very important to check all of your candidate's references once you have selected your first choice candidate. The search committee may decide to split up responsibility for contacting references. You should make sure that your candidates know you will be contacting references before you begin contacting them.
11. The job offer will be contingent upon a positive result of an employment background search. A permission form for the employment background search will be sent to the candidate and signed before the search is conducted. A written contract cannot go out to the candidate until the background check is completed.
12. Do not contact your other candidates to tell them they have been eliminated until a signed contract is returned by the person you have chosen.
13. After everything is settled and the Dean's Office has a signed contract, contact the other top candidates to tell them the bad news. You should also be sure to send email messages to all other applicants thanking them and telling them the search is concluded.

14. Copies of all the submitted applications and other materials must be kept on file with your department for five years in case there is a legal challenge to the process.
15. You should prepare a short summary of the search and its conclusion. Given the charge from the Board and the President to diversify the faculty, this summary report should include some reflection on strategies the committee used to create a diverse candidate pool. If the candidate pool was not diverse, the report should reflect on factors that prevented committees from achieving this goal. This assists with any potential questions that may arise down the road.

Boilerplate Language to be Included with ALL faculty job ads:

*Hampden-Sydney College is a selective liberal arts institution enrolling approximately 1000 students. Founded in 1775, it is the tenth oldest institution of higher learning in the United States. Our beautiful 1300-acre campus is less than 7 miles from downtown Farmville, home to Longwood University and the Moton Museum, which is listed on the U.S. Civil Rights Trail. The campus is located 65 miles west of Richmond, 50 miles east of Lynchburg, and 75 miles south of Charlottesville, providing abundant cultural, recreational and artistic resources.*

*Hampden-Sydney is one of four liberal arts colleges in the United States dedicated to the education of men, and our mission is to educate "good men and good citizens in an atmosphere of sound learning." As a community, we are dedicated to the goal of building a culturally diverse faculty committed to working in a multicultural environment and strongly encourage applications from women and minoritized groups. Hampden-Sydney College values diversity, prohibits discrimination, and is committed to equal opportunity for all employees and applicants for employment.*