

English Department Job Search Policies

Approved by DVF 11/1/14

In order to preserve our tradition of faculty governance, the English Department makes as its official policy the following provisions:

- 1) In consultation with the tenured and tenure-track faculty and the Head, the search committee will write the job ad, based on the position description approved by the dean (or other administrator) (understanding that job ads have to go through HR for approval and sometimes revision to be in compliance with the law).
- 2) The search committee is responsible for advertising and soliciting for applicants, screening applicants, selecting finalists to visit campus, and developing itineraries for these visits. After all finalists have visited campus, the search committee will solicit optionally anonymous responses/evaluations from faculty (and students, when appropriate) and the committee will take into account the information and sentiments expressed in the faculty (and student) comments, as well as its own knowledge of the candidates' capabilities and achievements and its own judgments regarding departmental and programmatic needs.
- 3) After the finalists have been brought to campus, the search committee will present its rankings of the candidates to the department, and its rationale for those rankings.
- 4) If the Head disagrees with the ranking of finalists presented by the Search Committee to the English DVF, the Head may present, at the same meeting, a counter-proposal with a rationale for a different ranking. After the presentations by the search committee and the Head are discussed in an open meeting of the DVF, the DVF will vote on the rankings by secret ballot. Whatever the outcome of the vote, offers to candidates will be made on the basis of the DVF vote.
- 5) All disciplines in the English Department are to enjoy the same privileges and rights when it comes to hiring procedures. If a search committee finds that any of these policies or procedures is not being honored, it has an obligation to bring the matter before the tenured and tenure-track faculty at the first opportunity to look for redress.
- 6) If the Head experiences pressure from any administrative personnel regarding the selection of a candidate in a job search, the Head will inform that administrator of the job search policies of the English Department and will inform the department about the administrative pressures.