**HIRING POLICIES**

**School of Public and International Affairs**

Faculty hiring shall be performed in accordance with the SPIA By-Laws and university guidelines and procedures. The relevant By-Law provisions are reproduced below, with commentary identifying additional procedures that must be followed in connection with each recruitment event.

Article VII of the SPIA By-Laws: Recruitment of tenure-track Faculty and other Faculty positions as designated by individual departments may be initiated under the following conditions:

1. No Faculty recruitment may be initiated without a Dean’s approval. To initiate recruitment, the Department Head of the recruiting department must provide the following information to the Dean: (a) the scholarly area in which the recruitment is desired; (b) the possibilities for hiring women and minority Faculty based on the national pool of candidates; (c) the desired or probable starting salary; (d) the estimated start-up costs associated with the position; (e) space needs; and (f) the expected costs of the hiring process, including interview costs. The Dean will obtain appropriate authorizations from University units for offices (such as the Vice President for Academic Affairs) as required by University policies and procedures before recruitment may proceed and before a specific offer of employment may be made.

*Comment:* This information must be provided to the Dean’s office in a written document setting forth the responses to the specific requests for information listed in item #1 above.

2. Recruitment shall begin in the summer or early fall one year in advance of making an appointment; recruitment during other periods may be authorized by the Dean. Recruited positions will generally be at the level of assistant professor, although the Dean may authorize senior-level searches in situations where the need is clearly evident.

3. In each year in which recruitment is requested and approved, the Department Head shall appoint a search committee to administer the recruitment. This committee may include one member from a department other than the recruiting department. Appropriate representation of diverse faculty on the committee should also be considered. When the search committee is finally appointed, the Head will notify the Dean in writing of the committee’s membership.

4. All aspects of recruitment must conform to the University Affirmative Action/Equal Employment Opportunity (“AA/EEO”) guidelines and with guidelines issued by the Office of Academic Affairs. Before it is published or circulated, the job advertisement must be approved by the Dean and by the AA/EEO Office, with notification to the SPIA Council.

*Comments:*

(a) To ensure the greatest possible breadth of search pool diversity before on-campus interviews begin, the search committee should advertise as widely as possible in appropriate publications or on-line sites. In addition, committee members should pursue sourcing and prospecting phone calls to identify and encourage applications from top talent (including qualified women and minorities). These inquiries should include requests for nominations for the position.

(b) The job advertisement should include the following language or language that is equivalent if tailored to a specific field or level of seniority: “We seek candidates with a demonstrated ability to produce high quality research and who show promise of securing external funding.”

(c) For all candidates with teaching experience, the candidate must provide student teaching evaluations from courses taught in the two years immediately previous to the recruitment period. Whenever possible, committee members should call the candidates’ references prior to making a recommendation to the Dean and Department Head.

(d) When the search committee has identified the candidates it will recommend for on-campus visits and prior to the departmental meeting to vote on the slate of candidates, the committee will forward the candidates’ names to the Department Head, who will notify the Dean. In addition, the committee will provide information to the Department Head regarding its efforts to identify women and minority candidates, whether or not those efforts were successful.

(e) Candidates for tenured and tenure-track positions must provide a research presentation during the on-campus interview process. It is expected that candidates’ research presentations will be based on research that contributes to their current scholarly agenda; any papers or chapters that form the basis of the presentation must be provided to the search committee sufficiently in advance of the presentation to enable circulation to, and timely review by, the faculty. The search committee or Department Head must also provide the SPIA faculty with notification of the date, time and place of each candidate’s research presentations. Every effort should be made to videotape job presentations (and, if necessary, post them on an appropriate secure site such as the ELC), to ensure that faculty members who may have been absent from the presentation have the opportunity to review job talks.

(f) Following on-campus interviews, the search committee must present its final recommendations at a full department meeting, where the faculty shall vote on the candidates’ acceptability (and tenure if appropriate). Following the faculty’s deliberations and vote, and prior to the extension of any offer of employment, the Department Head will forward to the Dean’s Office: a record of the faculty vote, each candidate’s teaching evaluations, letters of recommendation, the research presentation paper, and vita.

(g) Once the Dean and Department Head have acted upon the committee’s recommendation and an offer extended and accepted, the Department Head must notify all unsuccessful applicant finalists promptly with thanks for their interest in the position.

(h) In cases of joint hires with other units, different procedures may be necessary to assure compliance with University guidelines regarding interdisciplinary appointments.

5. Before an offer is extended to any job candidate, the Department Head must discuss the entire package of commitments involved in the job offer with the Dean before discussing these commitments with the candidate. In particular, the Department Head must obtain approval from the Dean for the following commitments: (a) the level of position; (b) any recommendation of credit toward tenure; (c) academic-year salary; (d) summer school salary; (e) teaching load; (f) space; (g) start-up costs for research; and (h) any moving expenses (no state funds may be used for moving expenses).

*Comment*: The Dean’s Office must also approve any commitments of faculty support funds for the initial year of appointment and any subsequent years.

6. The job offer must state that the position involves both instructional and research responsibilities, and it must clearly explain these responsibilities, including the teaching load and any other specific research and service responsibilities. Departments may offer a one-course reduction in teaching load during the first year of employment. Additional reductions in the first year or subsequent years may be granted only with the explicit written permission of the Dean.

*Comment:* All offers of employment must provide notice to the candidate that the candidate is expected to pursue external funding to support his or her research agenda where appropriate, such as the following: “You are expected to demonstrate that you have submitted proposals for external funding in support of your research, or provide an explanation in your annual report as to why external funding is not available or is not feasible.”