# McCOY COLLEGE OF BUSINESS ADMINISTRATION

**CBAPPS 4.01**

Faculty Recruitment

# PURPOSE

The purpose of this policy is to broadly define the overall recruitment policy for faculty in the McCoy College and to identify the broad requirements for recruiting entry-level faculty and experienced faculty. Individual academic departments may add their own requirements for recruiting faculty to satisfy departmental needs.

# UNIVERSITY POLICIES

AA/PPS 04.01.04 (7.01) Dean and Chair Hiring AA/PPS 04.01.01 (7.02) Faculty Hiring

AA/PPS 04.01.03 (7.07) Unpaid Faculty

AA/PPS 04.01.02 (7.14) Hiring and Employment of Temporary, Non-Continuing Faculty AA/PPS 04.01.51 (7.16) Faculty Salary Equity Study

For additional information, see the current Faculty Handbook.

# GENERAL INFORMATION

1. Prior to the recruitment of tenure-track and non-tenure-track faculty, departmental chairs must receive approval from the Dean for positions and must produce a written statement describing the vacant position and the desired academic and professional qualifications. Once approved, Chairs shall carry out recruitment activities in a manner consistent with all University policies for processing personnel actions to include consultation with the University Equity and Access Officer. These procedures require, among other things, the maintenance of records of all applicants (solicited or unsolicited) for each position and a record of all sources used toadvertise all vacant positions.
2. Each academic department seeks entry-level tenure-track faculty graduated with terminal degrees from reputable programs, with a preference for graduates of schools or colleges accredited by AACSB (where applicable). The entry-level faculty member should show promise as an effective classroom teacher, promise as a productive researcher, the ability to perform University, College and professional service, and collegiality.
3. Each academic department seeks experienced tenure-track faculty who have earned a reputation for effective classroom teaching, have a productive research/scholarly record as evidenced by refereed journal articles and/or other publications accepted under AACSBresearch guidelines, a good reputation for University and College service, and a good reputationfor collegiality. All recruitment of tenure/tenure track faculty should be consistent with the mission of the College and the needs of the academic department.
4. Each department may seek professionally qualified faculty. The faculty member should havea master's degree in a field related to the area of the prospective teaching assignment, recent relevant professional experience and, when appropriate, professional certification. The faculty member with prior teaching experience should provide evidence of effective classroom teaching. All potential non- tenure-track faculty should show promise of developing effective instructional materials and performing service activities.
5. Each department will maintain a list of acceptable degrees. More specific information can be found in departmental policies.
6. Faculty recruitment also includes the selection of departmental chairs. When an incumbent chair announces his/her decision to vacate the position, the Dean will set a meeting of the departmental Personnel Committee as soon as possible to determine if an outside search is desired. If the decision is made that an outside search will be conducted, a Search Committee will be appointed immediately and the search for a new chair begun no later than twomonths after the vacancy is announced. If no outside search is required, the Dean will proceed expeditiously to select the new chair from a list of internal candidates acceptable to the departmental Personnel Committee.

# CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y Next Review Date: Sept. 1, 2019

CBAC Review: Date:

Governance Review: Date:

Approved: Date: Denise T. Smart

Dean, McCoy College of Business Administration