

contributions to the teaching field. The following information justifying the applicant’s qualifications must be included:

- discipline, employment status (full- or part-time), and name of instructor;
- courses to be taught, level of instruction (undergraduate or graduate), and number of sections to be taught;
- list degrees earned and, using graduate transcripts, the number of semester hours that are relevant to the course(s) assigned;
- detailed alternative qualifications including other degrees and concentrations, certificates and diplomas, professional licensure or certification, special training, documented teaching excellence in the field, honors, awards, special recognitions, publications or presented papers, related work experience, and other documented teaching competencies and achievements that contribute to effective teaching and student learning outcomes.

The appropriate Dean is charged with determining adequacy of exceptional contributions to the teaching discipline when alternate qualifications are used to establish faculty qualifications.

FACULTY SEARCH CHECKLIST

This checklist applies to searches for all full-time faculty, including tenure track faculty, lecturers, visitors, artists-in-residence, executives-in-residence, and entrepreneurs-in-residence.

Preparing for the Search

For searches beginning in 2018-2019, the hiring department will have a search strategy, addressing building a diverse pool and avoiding implicit bias, approved by the Dean of Faculty and the VPAA/Provost before the end of the prior spring term. In consultation with their diversity council representative each search committee will have a plan to address a diverse pool and avoid implicit bias.

_____ Upon notification of an approved search the Department Chair sends the Dean:

_____ Ad copy delineating position requirements and any desired qualifications

_____ Selection Criteria

_____ Composition of Search Committee (must include one member from outside the department)

_____ Planned Outreach (where you want the ad placed and how long it should run)

_____ Dean meets with department chair and a representative from Human Resources to provide feedback on selection criteria, ad copy and planned outreach.

_____ Position will be posted on Rollins employment website and advertisements will be placed. Human Resources will be responsible for placing and paying for approved advertising.

_____ Prior to commencing the candidate screening process, search committee will meet with the Dean and a representative from Human resources to receive guidance on:

- strategies for conducting a successful search,
- legal issues, and
- use of the Rollins applicant management system

Candidate Screening

- _____ Once application window closes, HR will provide search committee chair and Dean with a report summarizing applicant pool demographics to assess diversity of the pool and determine if additional outreach is needed.
- _____ Search committee will commence screening of candidate application materials based on selection criteria and identify candidates to be included in initial round telephone, skype or in person screening interviews.
- _____ List of candidates identified for initial round interviews will be forwarded to the Dean for review and feedback.
- _____ Dean will review the diversity of the pool of candidates identified for preliminary screening interviews and assess with search committee chair whether inclusion of additional candidates is desirable.
- _____ Search committee will commence screening interviews. Human Resources will notify the remaining candidates that they have not been selected to advance in the search.
- _____ Active reference checks will be conducted by the search committee prior to advancing any candidate as a finalist.
- _____ Search committee will advance list of finalists to the Dean for review and approval prior to scheduling any on-campus interviews. List should also include names of those candidates who were interviewed in preliminary round along with a short explanation of why they were not advanced as a finalist.
- _____ Dean reviews, seeks clarification on disposition of any candidates if needed, and approves finalists.

Finalist Interviews

- _____ On-campus interviews will be scheduled by academic department.
- _____ All finalists’ schedules to include interviews with the Dean and VPAA|Provost.
- _____ Information packet from Diversity Council to be provided to all finalists.
- _____ Once a finalist has been identified, the search committee will advance the name of the selected finalist to the Dean, along with explanation supporting selection of that finalist.
- _____ Dean will confer with search committee chair regarding any questions or concerns relating to the selected candidate.
- _____ Chair of the search committee will meet with the VPAA|Provost and Dean to discuss the search committee recommendation.
- _____ Dean will advance final candidate to VPAA|Provost for approval.
- _____ Dean will consult with HR regarding appropriate salary and extend job offer.

*Updated 9/2016 by Faculty Affairs Committee of the College of Liberal Arts
with additions by the VPAA|Provost 3/2017*

FERPA

Family Education Rights and Privacy Act of 1974, FERPA, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. An institution’s failure to comply with FERPA could result in the withdrawal of Federal funds and/or legal action on the