

FACULTY SEARCHES

The hiring of new faculty involves coordinating several working parts both on and off campus. There is a basic outline of how a search is conducted; each department may have its own specific preferences.

Once a position has been approved

- The department chair will put together a search committee typically consisting of two faculty within the department and one faculty member from different departments.
- The Chair meets with the Dean of the College of Liberal Arts to have the position approved.
- The hiring request ad is written, approved, and placed by HR, contact David Zajchowski, at dzajchowski@rollins.edu or x 2105
- Human Resources places all applicant information and documents in the program PageUp. As an administrative assistant, you would need access to the applicant's information.
 - Human Resources will be able to provide you with access.

Screening of applicants via Hiring Manager Portal, PageUp – use your Rollins log-in and password to access PageUp after Human Resources has opened the portal to both you and the search committee.

Arrange for telephone and video interviews - Leading applicants are selected for telephone/video interviews (Adm. Asst. arranges telephone and video interview days/times) The department may select up to 3 candidates to visit campus (Adm. Asst. contacts candidates to schedule an on-campus visit).

Make hotel reservations for candidates: Once the candidates have been selected, make their hotel reservations. [Alfond Inn](#) reservations can be made online. If a room is not available at the Alfond Inn, contact Park Plaza Hotel: (407) 647-1072

Make **flight reservations** for out-of-town candidates.

Use your PCard and reconcile before the end of the month, with applicable receipts. The same applies to the use of Uber, Lyft, or taxis to transport them to and from the airport.

Appointments: You will need to make appointments for the candidate to meet with the Provost and Dean by contacting their executive assistants:

- Provost: Tina Hall, x2355, thall@rollins.edu
- CLA Dean: Zachary Mendez, x2280, zmendez@rollins.edu

Teaching Demonstration: Work with the search committee chair to determine which class the candidate will be teaching. Ask the current professor what the candidate should be prepared to teach. You may need to scan and send materials to the candidate and/or connect the professor with the candidate. You can use [Canva to create an eye-catching flyer for the candidates' presentations. You can circulate these through email to attract attendees. Please also email it to majors in your department.](#)

Research Presentation: Based on the other appointments, work with the search committee chair to select a suitable time for the research presentation. You will need to secure a classroom for the presentation, and this is done through VirtualEMS, <https://events.rollins.edu/emswebapp/>

Meals: There are usually 1-2 breakfast meetings, 1-2 lunches, and 1 dinner. Check with your search committee chair as to their preferences. Dining reservations may be required depending on the restaurant. Some departments have students meet and take the candidate to lunch in The Marketplace/Skillman Dining Hall. For this, you will obtain meal coupons from Dining Services. Meal

coupons can only be purchased through the Dining Services website dining.rollins.edu. Once you place the order, Dining Services will print out the coupons and deliver them to your office. Coupons expire at the end of each semester. These will be the only coupons accepted at our dining locations. Candidate Meal Policy was updated in January 2020.

Campus Tour: Time permitting, you may schedule a campus tour through admissions, <https://apply.rollins.edu/portal/rollins-visit>. However, their schedule is limited. Some departments have a student or administrative assistant conduct a campus tour as this provides more flexibility within the candidate's schedule. On hot or rainy days, call campus safety to reserve a golf cart so that you or your Workstudy can navigate the campus in a timely manner.

Application Documents: The Provost, Dean, your department faculty, and the outside faculty on the search committee will need to review the candidate's application documents prior to the campus visit. If you have access to PageUp, you can pull the documents from there. If not, the search committee chair should be able to provide those. It is helpful to put all the documents in one PDF file. The documents to include are the following:

- Cover letter
- CV
- Teaching philosophy or statement
- Teaching Evaluations

Additional Meetings: Your department may wish to schedule meetings with other faculty or administration that are not already mentioned here. For example, the Department of Business schedules faculty sessions for candidates. These sessions work like an open hour, allowing faculty who are unable to attend meals or presentations an opportunity to meet and speak with the candidate.

Final Itinerary: The final itinerary should be emailed to the candidate, your entire department, and the outside faculty member on the search committee. A sample itinerary is shown at the bottom of this section, though your department may have a different preference.

Receipts and Reimbursements: In your correspondence with the candidate, inform them to keep all their receipts for travel and meals. Ask the candidate to scan and email you their receipts for reimbursement. For timely reimbursement, set the candidate up in Chrome River as a vendor. Contact Sherine Squires for assistance, at ssquires@rollins.edu. When processing the reimbursement for the candidate, you treat it like a vendor invoice. The current budget code for processing candidate receipts is 110000-34360-70810.

Faculty should be reminded to keep their receipts from any meals they take the candidate to. Some faculty will process their own reimbursement, while others may ask for your assistance.

[Sample Itinerary below](#)

Schedule presentation time/room (only for tenure track position)

- Schedule faculty and outside faculty to meet with candidates
 - I had two candidates on campus at the same time for two different positions. While the dept. faculty were attending the class being taught by Candidate One, the diversity council met with Candidate Two for breakfast.
- Schedule breakfast meeting(s) with 1 faculty (though it can be 2).
- Schedule lunch with students (faculty to provide names) [Contact Catering directly for lunch](#) vouchers. You can also scan the QR code below to reserve meal tickets through Catering.

- To load Dining Dollars and TarBuc\$ to your R-card, please continue to use [eAccounts](#).
- Schedule lunch with staff (time permitting) (contact HR for lunch tickets). Return and unused tickets to HR
- Make restaurant reservations for up to four faculty members and the candidate for dinners. Submit receipts and travel expense reports to HR.
- If necessary, schedule a campus tour – if there are gaps in the itinerary – can fill with a mini campus tour or offer candidates time to check emails, etc.
- Collect all receipts from candidates and submit them through Chrome River using the budget code 110000-34360-70810.
- Provide benefit packet (emailed by HR) to candidates.
- If teaching through Hamilton Holt, add Dean Rob Sanders, rsanders@rollins.edu to the schedule.

[SAMPLE SEARCH ITINERARY](#)

The Department Chair recommends the candidate to the Dean.

The Dean of the Faculty reviews, approves, and employment offers to candidates in order of department picks.

The department chair notifies the other leading candidates that the position has been filled.

HR notifies all other candidates that the position is filled.

The contract is drafted and sent by the Dean of the Faculty and Provost.

The department retains all materials for 3 years.

Event Scheduling Log in to the [virtual ems](#), located in the list on the right column. Use your Rollins log-in credentials to sign in. Select the date; and time and then choose to find a classroom/meeting room for your event. For larger events, please contact Megan Joyner, mjoyner@rollins.edu.

Be sure to include linens for any tables and include your budget code at the very bottom left corner of the form itself.

Catering is also requested through the same form, which is where you reserve any linens, decorations, banners, and food. Know that there is a 15-person minimum for catering. If you have a smaller catering need, please review the options around Winter Park like Panera, Jimmy John's, Swine and Sons, 310, Blu, etc. Be sure to submit the [first right of refusal form](#) prior to hiring someone from off-campus to cater your event.