# Hiring Full-time Faculty at Gordon College

## Opening the Position

<table>
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<th>Step</th>
<th>Responsible Parties</th>
<th>Notes:</th>
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| Seek Approval of PAF establishing the position in which search will occur | 1. Department Head  
2. Dean  
3. VPAA  
4. VP of Business  
5. Director of Human Resources | PAF will establish the rank, tenure or non-tenure track, and salary range. Offers will not be made outside this range without written amendment to the PAF |
| Prepare short external announcement (for external job venues) and extensive internal announcement (for Gordon website) | 1. Search Committee  
2. Department Head/Dean  
3. VPAA  
4. Human Resources | Announcements should reflect rank and tenure or non-tenure track. |
| Post announcements in all appropriate venues | 1. Human Resources | Announcements should not be posted without approval of VPAA |

## Selecting Candidates

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| Prepare review matrix and review applications | 1. Search Committee  
2. Department Head/Dean | Review matrix is a table that identifies the requirements and preferences from the advertisement to guide committee in evaluating candidates |
| Select semi-finalists and make reference calls. (Note: In some Departments it is customary to seek permission from candidate to make calls, so a telephone interview with candidate may precede reference calls) | 1. Search Committee  
2. Department Head/Dean | At least two reference calls for any candidate to be invited to campus |
| Select Finalists and seek approval from VPAA to invite to campus | 1. Search Committee  
2. Department Head/Dean  
3. VPAA | VPAA should give guidance on how many finalists are appropriate and what salary range is possible |
| Extend invitation with information about salary range | 1. Department Head/Dean | |
| Plan visit for Interview | 1. Search Committee  
2. Department Head/Dean  
3. VPAA  
4. President  
5. Human Resources | Each visit must include:  
- Presentation  
- Conversation with faculty  
- Conversation with Department Head  
- Visit with Dean  
- Visit with VPAA  
- Visit with President (if available)  
- Visit to Human Resources  
  - Complete criminal background check  
  - Complete Security Questionnaire  
  - Receive benefit summary and have the opportunity to ask questions about benefits |
| Recommend interview | 1. Department Head/Dean  
2. VPAA | Must complete interview section of the “Recommendation for Interview/Appointment of Full-Time Faculty Form” and |

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Procedures for Hiring Full Time Faculty  
Department of Academic Affairs  
01/09/2015
## Recommend appointment/hire

1. Committee
2. Department Head/ Dean
3. VPAA
4. VP of Business
5. President

Must complete appointment section of the “Recommendation for Interview/Appointment of Full-Time Faculty Form” and submit all required documents the VPAA:

- Faculty Personnel Record
- Verification of Retirement Status
- Faculty Salary Justification Form

## Extending an Offer

### With completed “Recommendation for Interview/Appointment of Full-Time Faculty,” extend verbal offer to candidate specifying that employment is contingent upon positive results of background check.

1. Department Head/ Dean

Communicate clearly with VPAA on the specifics of the offer.

### Record “accept” or “decline” on the “Recommendation for Interview/Appointment of Full-Time Faculty” form and return to Academic Affairs

1. Department Head/ Dean
2. Academic Affairs Coordinator

Complete and sign the “Accepted/Declined” section at bottom of the “Recommendation for Interview/Appointment of Full-Time Faculty” form.

### Prepare and send letter of offer

1. Academic Affairs Coordinator
2. VPAA

### Send copies of “Recommendation for Interview/Appointment of Full-Time Faculty” form, required documents and “letter of offer” to Human Resources

1. Academic Affairs Coordinator
2. Director of Human Resources

## Closing the Position

### A list of the Search Committee should be sent to/emailed to Human Resources.

1. Search Committee
2. Academic Services Assistant

### An interview log should be completed and submitted to Human Resources.

1. Search Committee
2. Academic Services Assistant

### Any supporting documentation which assisted in identifying the most qualified candidate should be submitted to Human Resources (e.g. a summary of the reference checks.)

1. Search Committee
2. Academic Services Assistant