Search Guidelines for Faculty Positions
Updated15 August 2019

Faculty searches at Carthage are designed to identify candidates with strength of academic training in a specific discipline and breadth of academic background appropriate for teaching in a liberal arts college. Every aspect of the search process, from proposal to successful completion, should be seen as an opportunity for departmental introspection and renewal.

When searches have been authorized:

1. **Search Committees**
   In conjunction with the Provost and responsible dean of the division, the department identifies a search committee chair, who then works with their dean to identify the membership of the search committee. While committees should be kept small as a general principle (three or four members is typical), each should include a member outside the department; additionally, members should be chosen with diversity and, particularly, gender equity in mind.

   The dean is responsible for ensuring that the search process is carried forward appropriately and effectively. The dean and the search committee chair are responsible for orienting search committee members by reviewing these and other guidelines with them in the first meeting of the search committee. This includes a discussion of methods for encouraging candidates from diverse and/or under-represented groups to apply for the position.

2. **Announcement & Advertisement**
   After a search is authorized, the search chair, in consultation with their dean, produces a position description and advertisement based on the position request. All faculty position advertisements will ask candidates to speak to their ability to contribute to Carthage's diversity, equity, and inclusion efforts. This position description must be approved by the provost. All communications connected with the search, including advertisements, are based on the approved position description. Our principal goal at this stage is to develop as deep and diverse an applicant pool as possible. To this end, the search chair should develop a strategy of advertisement and targeted outreach, for review and approval by the provost. The college's Human Resources Department is expanding site options and will provide recommendations for posting advertisements to inclusive sites.

   The search chair proposes a search plan to their dean and the Provost. This consists of the following: a timeline for the search, a schedule for advertisements, submission deadlines, review of applications, screening interviews, and on-campus visits.

3. **Application Data**
   Applications must be submitted electronically using the approved online platform, and should include the following: cover letter, statement of teaching philosophy, statement of how they will contribute to Carthage's diversity, equity, and inclusion efforts, statement of scholarly interests and accomplishments, curriculum vitae, and the names of three references.

   Other materials may also be requested, including reference letters, a writing sample, etc. All advertisements should specify the format in which application materials should be submitted. Basic candidate data are tracked by the faculty administrative assistant responsible for search support. These data include: name, contact information, current position, and education. Search chairs receive applications (using an email address generated for the search) and notify candidates when their application materials have arrived and are under consideration.

4. **Review of Applications**
   The committee reviews applications electronically using the criteria in the approved position description. The search committee compiles a short list recommending 6 - 12 candidates for conference or telephone interviews. The short list is reviewed by their dean in consultation with the provost. In the narrowing of

candidates to the phone interview list, the search committee chair will brief the dean on how the committee selected the finalists, including a description of candidates from diverse backgrounds. Once approved, invitations for on-campus interviews are then extended by the search chair. Candidates not selected for the short list should receive appropriate notification of the decision; this notification may occur as early as the approval of on-campus visits (see Recommendations, below).This work - scheduling of phone interviews, and often the invitation for the phone interview, and communications to the non-invited is done by an administrative assistant.

The search committee should be careful to avoid implicit bias in their review of applicants, as discussed in their meeting with their dean.

5. Interviews

The search committee may conduct screening interviews by telephone or video conference, or in person at a disciplinary conference. Committees should ask comparable questions of each candidate in order to elicit information for direct comparison; these questions should be developed to enhance the committee's understanding of the candidates' strengths with regard to the position description. Committees may contact our HR department for additional resources.

All members should participate in the telephone or video conference interviews if at all possible; in some cases the dean may sit in as well. If conference interviews are used for selection, at least two members of the committee must be present.

6. Recommendations

Following deliberations, the search committee recommends up to three on-campus visits to the dean and provost for approval. Invitations to visit campus are extended by the search chair. If they have not already done so, search chairs should ensure that all candidates' references are checked by the committee.

7. Elements of the On-Campus Visit

Each candidate is expected to spend at least one full day on campus, and to make a classroom or colloquium presentation. Minimally, every candidate visit should include meetings with the search committee, the department, the dean, and the provost. The search chair should propose a schedule to be followed for each visit, and should include opportunities for the candidate to develop a full and positive picture of academic life at Carthage College. The dean will ask candidates to speak to their ability to contribute to Carthage's diversity, equity, and inclusion efforts during their interview time.

8. After On-Site Visits

Search Committee ranks candidates and provides rationale for ranking
Divisional dean submits rankings and rationale to Provost
Provost and dean confer
Provost confers with President and extends offer (either personally or through the dean)

9. When a Search is Concluded

The search chair notifies administrative assistant to contact all applicants that the search has concluded.