

Sterling College

Working Hands. Working Minds.

FACULTY HIRING PROCESS

Maintaining a thorough, fair, and strategic hiring process for full time faculty vacancies is essential to the integrity of the academic curriculum.

Full Time Faculty Appointment

All new full time (21-credit equivalent) faculty vacancies are filled by conducting a national search.

1. **Position Description & Criteria** – Instructional teams and the Dean of Academics work collaboratively to propose new and also to review existing position descriptions that become vacant.
2. **Budget Approval** – Once the Dean of Academics has sought the advice of Faculty Meeting and approved a position description a budget request should be submitted, preferably no later than December 15 of the fiscal year prior to the desired appointment year.
3. **Search Committee & Chair Appointment** – Taking into consideration the recommendation of the Instructional Team, the Dean of Academics appoints a chair with whom they work to collaboratively select a search committee.
 - a. Typically, a search committee will be composed of no fewer than 5 and no more than 7 members:
 - i. Chair, faculty member in the instructional team for which the vacancy will be filled.
 - ii. One *or two* faculty from the instructional team for which the vacancy will be filled.
 - iii. One faculty member from another instructional team.
 - iv. One *or two* students; and *or*/one employee whose educational experience or subject matter expertise would be valuable.
4. **Position Announcement & Advertising** – To encourage a diverse and qualified pool of candidates Sterling will advertise full time faculty vacancies in national publications including: appropriate subject matter publications, national academic hiring clearing houses, such as *HigherEd Jobs*, the College's own website and social media outlets. The Dean of Academics in coordination with the Search Committee Chair and the Director of Communication approves position descriptions ads. Ads must include the College's non-discrimination policy and also state a preference for candidates with a terminal credential in their field.
5. **Search Support** – The Assistant to the President, upon request, can provide support to the Search Committee Chair by collecting and preparing candidate materials for the committee, calling and coordinating meeting spaces, and by acting as a point of contact for candidates, including making and coordinating travel plans.
6. **Search Timing** – Searches will typically be launched in October; visits to campus aligned with Spring Term long block, appointments are then made in late spring, for a July 1 start date. Interviews may only take place during long blocks to insure sufficient community and student input.
7. **Candidate Review & Finalist Selection** – All search committee members will have equal access to candidate materials. Chairs will remind committee members about appropriate handling of materials and necessity for confidentiality. Typically, reference calls will be made in advance of bringing candidates to campus and the Search Committee Chair is encouraged to communicate to finalists the salary range prior to an on campus interview.
 - a. A successful search generally requires no fewer than three candidates complete the interview process on campus. In rare instances, and only with the approval of the Academic Dean, a search

may only interview two candidates, typically because a candidate may have dropped out of the pool.

8. **Campus Interview** – The on-campus interview and visit will be designed by members of the Search Committee, but must include a teaching demonstration at a time at which the Dean of Academics and students can participate and/or observe. Each finalist must meet with the President while on campus or through other arrangements.
9. **Community Feedback** – Curriculum vitae and other materials for finalists should be made available to community members, preferably one week prior to the campus visit via the Community Newsletter. The Search Committee must design a tool that is reviewed by the Dean of Academics that seeks community feedback on each finalist.
10. **Selection & Letter of Appointment** – Once the Search Committee has determined to which candidate(s) the committee would like to make an offer of appointment, the Chair will make the recommendation to the Dean of Academics, who will inform the President and make the appointment. The Dean of Academics will contact the candidate with the offer and negotiate salary. The President reserves the authority, typically where there was a serious departure from the appropriate hiring process or because of budget constraints, to ask the Search Committee to reconsider or even cancel the search.

Visiting Faculty Appointment

In rare instances, the faculty and Dean of Academics may recommend the appointment of an adjunct faculty member to the full time faculty. Upon completion of a position description and budget approval, the Dean of Academics may recommend to the President that a first year appointment of “Visiting Faculty” be made. At the conclusion of at least one year as a Visiting Faculty member, the faculty and Dean of Academics may elect to recommend to the President that a Visiting Faculty member be appointed full time.