

## **Policy on Search, Appointment and Qualifications of New Faculty**

### **A. Preamble**

In the HSB, we commit to seek, hire, and retain talented faculty members and through that process to promote both academic excellence and inclusivity. With the assistance of our Affirmative Action Officer (AAO), we also commit to the highest ethical standards in our search, and appointment procedures by respecting the confidentiality of candidates, avoiding discrimination, and clearly communicating the qualifications, criteria, and terms of employment.

This section applies to the search and appointment of both tenure and teaching-track faculty members.

### **B. The Role of the Affirmative Action Officer**

The AAO has responsibilities relating to the recruitment, screening and interviewing of candidates for faculty positions. If Affirmative Action policies and procedures are not being followed, the AAO has the authority to intervene and, if necessary, request a suspension of the search and hiring process until problems are resolved.

For the purpose of enhancing inclusivity, the AAO keeps the faculty apprised of matters relating to diversity hiring in general, and, with a view to particular searches, recommends ways of recruiting underrepresented candidates for faculty positions and for ensuring an adequate pool of candidates before the screening stages of the search begin. To that end, the department chair and the search committee chair shall notify the AAO of all plans in connection with filling a faculty vacancy. The department chair shall provide her/him with the following: a description of the position, a time frame for the search, and the intended sources of recruitment.

The AAO and the Dean are responsible for monitoring the screening and interviewing stages of a search. The AAO, with the Dean, also receives and evaluates petitions from department chairs or search committees requesting waiver of procedures related to affirmative-action requirements.

Before hiring takes place, the AAO shall receive from the search committee chair copies of all advertisements promulgated, a list of all sources of recruitment contacted, and a list of the names of all applicants.

If the search procedures and guidelines are not being followed, the AAO shall call it to the attention of the department chair conducting the search and the Dean. If the matter is unresolved, the AAO may ask the Dean to halt the search process.

### **C. Preliminary Stages of a Search**

The Dean shall notify both the department chair and the AAO when a position is to be filled and discuss the plans for the candidate search.

A faculty-search committee shall be established by the Dean in consultation with the department chairs and program directors. The search committee's task will be to:

1. Select from a preliminary-interview list, candidates for telephone, web and on-campus interviews;
2. Interview and evaluate these candidates; and
3. Make a hiring recommendation to the Dean.

The Dean in consultation with the department chairs and the program directors shall appoint a chair of the search committee.

#### **D. Responsibilities of Search Committee Chairs**

The chair of a faculty search committee shall:

1. Convene and preside at all meetings of the committee and telephone interviews of the candidates;
2. Be the liaison to the staff member providing support to the committee;
3. Be the point of contact for the candidates selected for a campus visit;
4. Work with the staff member providing support to the committee to generate, collect, and compile the candidate evaluation form completed by the various persons interacting with the candidate during the campus visit; and
5. Monitor the search process for adherence to the provisions of this section.

#### **E. Responsibilities of Search Committee Members**

Members of the faculty search committee shall:

1. Review applications and provide feedback to the committee members in a timely manner;
2. Attend all committee meetings;
3. Attend all telephone interviews; and
4. Assist with hosting activities when candidates are brought to campus.

#### **F. Searches**

##### **1. Recruitment**

Advertising of the position shall be done as widely as possible to reach all potential candidates. Advertisements shall be submitted to the Dean for approval before publication. The Assistant Dean of Administration (ADA) shall file with the Dean and AAO copies of all advertisements and a listing of all sources of recruitment contacted. At least one month to six weeks should be allowed for advertising the position and receiving applications. The candidate search shall ordinarily encompass the following channels of recruitment, both national and local: advertisements in appropriate professional journals and job registers recommended by the faculty within the relevant department; placement services and academic departments in colleges and universities; appropriate professional organizations

that maintain placement services; individuals and organizations concerned with the employment of persons indicated by the University's Affirmative Action policy.

## **2. Initial screening of candidates**

After the application deadline, each member of the search committee shall read all submissions and compile a ranked list of applicants to be interviewed by telephone. Attached as Appendix A to this policy are considerations for hiring teaching-track faculty members who do not hold terminal degrees in the area for which the search is conducted. The search committee shall then choose at least six (6) applicants for telephone interviews. The search committee chair, with the assistance of administrative staff, is responsible for notification to applicants not selected for a telephone interview.

## **3. Selection for on-campus interviews**

Following the telephone or web interviews, the search committee shall select up to four (4) applicants for an on-campus visit. Among the elements to be considered in this selection are academic credentials, practitioner experience, academic honors, excellent evaluations in teaching, and professional experience, and, where applicable, scholarly activity.

The search committee chair, with the assistance of administrative staff, is responsible for notification to candidates who have not been selected for an on-campus visit.

## **G. Campus visit**

### **1. Meetings and events**

Candidates invited for a campus visit will attend the following meetings. It is acknowledged that some meetings may overlap where HSB faculty members serve in multiple functions:

1. Faculty search committee;
2. Department chair of the department in which the candidate chosen will be a member;
3. FPC;
4. AAO;
5. HSB faculty members at which time the candidate will make a presentation;
6. HSB students in the context of teaching a class;
7. HSB students in an informal setting;
8. HSB faculty members at a social event or a luncheon or dinner; and
9. The Dean.

### **2. Guidelines and procedures for campus visits**

In advance of a candidate's arrival, the search committee will request that the candidate forward a statement of his/her teaching philosophy and a piece of scholarly/professional work to the faculty search committee.

Usually, candidates will spend one afternoon/evening and one full day on campus.

Administrative staff will make hotel reservations for candidates and process reimbursement for candidates' travel expenses.

The search committee shall provide to everyone who has significant exposure to the candidate an evaluation form to be completed and returned to the search committee chair for consideration in the decision-making process.

## **H. Hiring**

### **1. Choosing a Candidate**

Following the on-campus interviews, the search committee shall conduct reference checks for all candidates brought to campus. The search committee shall then forward, in accordance with the Dean's request, a recommendation of either a ranked or unranked list or one name only for hiring consideration. Additionally, the search committee shall prepare for the HSB faculty a report consisting of the number of applications received, forwarded to the search committee for review, selected by the search committee for telephone and on-campus interviews; and information about the diversity of the applicant pool.

The hiring authority rests with the Dean. The search committee chair, with the assistance of administrative staff, is responsible for notification to candidates selected for an on-campus visit but not extended an offer of employment.

### **2. Extending an Offer**

The chair of the search committee informally notifies the successful candidate of Hamline's intention to offer an appointment. The Dean then calls the candidate with a formal offer. If the candidate responds to that offer in the affirmative, he/she is sent an institutional contract letter over the signature of the Provost.

### **3. Candidate's Acceptance**

If the candidate chooses to accept the offer, s/he signs and returns it in accordance with the instructions in the Provost's letter.

**Policy on Search and Appointment of New Faculty**  
**Appendix A**  
**Evaluation Considerations**  
**Teaching-Track Faculty Members**  
**Not Holding Terminal Degrees**

Accounting

- Consistent with faculty handbooks at comparator schools, the combination of a Master of Accounting, Business Administration or Business Taxation plus the CPA license is sufficient to qualify as a terminal degree for purposes of hiring at the rank of Lecturer and of promotion to Senior Lecturer pursuant to Hamline University Faculty Handbook (Handbook) sections 4.4.1.2 and 4.4.1.3.
- A J.D. (terminal degree in the area of law) coupled with a CPA license and a teaching load that consists of business taxation and related accounting courses are sufficient to be considered as a terminal degree in the area taught.
- An applicant holding only an undergraduate degree or an undergraduate degree and being ABD may qualify to teach at the undergraduate level if that person has a proven record of excellence in teaching and/or of professional achievement.
- In the context of tenured faculty, Handbook sections 4.2.2 and 4.2.3 provide that, with respect to promotion to Associate Professor and/or to full Professor, “in rare instances, a record of exceptional achievement as a scholar or artist may substitute for a terminal degree.” The HSB Faculty Personnel Committee has found that a similar exception would also apply for teaching faculty where, in rare instances, a record of exceptional achievement as a practitioner should substitute for an earned terminal degree.

Finance

- A Master of Business Administration Finance, Master of Science in Finance, or Business Administration coupled with substantial experience or a high level of professional achievement in the sector are sufficient to qualify an applicant, not holding a terminal degree, for appointment to the rank of Instructor or Professor of Practice; and
- Substantial experience may include, but not be limited to:
  - Having held finance management positions at investment companies, banks, insurance companies, and governmental agencies, such as the U.S. Treasury Department or state or local finance departments or agencies;
  - Holding CFA certification, Series 7 and 63 licenses.
- In the context of tenured faculty, Handbook sections 4.2.2 and 4.2.3 provide that, with respect to promotion to Associate Professor and/or to full Professor, “in rare instances, a record of exceptional achievement as a scholar or artist may substitute for a terminal degree.” The HSB Faculty Personnel Committee has found that a similar exception would also apply for teaching faculty where, in rare instances, a record of exceptional achievement as a practitioner should substitute for an earned terminal degree.

- An applicant holding only an undergraduate degree or an undergraduate degree and being ABD may qualify to teach at the undergraduate level if that person has a proven record of excellence in teaching and/or of professional achievement.

## Management

- A Master of Business Administration Management, Management or other related Master's degree coupled with substantial experience or a high level of professional achievement in the sector are sufficient to qualify an applicant, not holding a terminal degree, for appointment to the rank of Instructor or Professor of Practice.
- An applicant holding only an undergraduate degree or holding an undergraduate degree and being ABD may qualify to teach at the undergraduate level if that person has a proven record of excellence in teaching and/or of professional achievement.
- Substantial experience may include, but not be limited to:
  - A proven record as a manager in sales, administrative, licensing or human resources over a period of a number of years in a variety of companies;
  - A proven record as a consultant to businesses, whether small, medium or large size companies or entrepreneurial firms in need of short term management; and
  - Having founded, owned or operated a business for a number of years.

## Public Administration/Nonprofit Management

- A Master of Public Affairs or Master of Public Administration, Master of Nonprofit Management or other related Master's degree coupled with "distinguished professional expertise, achievement, and reputation" (Handbook section 4.4.1.4) are sufficient to qualify an applicant, not holding a terminal degree, for appointment at the rank of Instructor or Professor of Practice.
- An applicant holding only an undergraduate degree or holding an undergraduate degree and being ABD may qualify to teach at the undergraduate level if that person has a proven record of excellence in teaching and/or a high level of professional achievement.
- Substantial and distinguished expertise, achievement and reputation may include, but not be limited to:
  - Having been elected to an upper level local, state or federal office, e.g., mayor, state representative, governor, member of Congress;
  - Having been employed in a senior management capacity at a governmental entity or nonprofit organization, e.g. commissioner of a state agency or executive director of a nonprofit organization;
  - Active involvement in the sector through participation in professional organizations, research and publications, service on boards and committees, especially statewide or national
  - Recipient of honors and/or awards acknowledging that professional expertise, achievement, and reputation.