



## **Faculty Searches**

1. Each search committee must have at least one faculty member from outside the department, and the Dean would like each search committee to include one non-voting student member, so that we can get student input from the beginning.
2. The search committee will write their position announcement for the position and discuss with the Dean. Upon approval of the Dean, Human Resources (HR) will place the advertisement in the various locations selected by the search committee, including the College's website.
3. Each search committee should establish criteria for screening candidates that are known to the members of the committee.

*When conducting an interview, you should ask only job related questions. Before asking a question, ask yourself if you really need to know this information in order to make a solid evaluation of the applicant's qualifications and competencies.*

### **Applicants with Disabilities:**

The College is required by law to provide reasonable accommodations to applicants with disabilities, who are pre-qualified to perform the essential functions of the job, during the interview and selection process. (*Contact HR if you have questions or need assistance.*)

4. All application materials must be kept for a minimum of two years after the search. Once the search is completed, the chair should bring the materials to the DOC for storage.
5. Telephone interviews or conference interviews are a good way of narrowing down the list of strong candidates.
6. Prior to the on-campus interview, candidates should be sent a packet of information about the college and Lynchburg.
7. Committees should plan to bring approximately three candidates to campus.
8. Most campus interviews should take an entire day or slightly longer and will involve arrangements for housing, travel, and meals.
9. Campus interviews should include a tour, a meeting with the Dean and the President, and a meeting with HR. Candidates should fill out a permission form for a background check before they leave campus. HR will have the candidate complete the background check form and will only check the final one or two candidates that the department wishes to hire. This process will take approximately two days.
10. Following the campus interview, the search committee should gather written input from those who were part of the interview process and then meet to discuss the candidates. After the candidates are ranked, the committee chair should meet with me to discuss the candidates.

11. When the committee has a recommendation to make, it should submit a written recommendation which is signed by all members of the committee. Unanimity is not required in order to make a recommendation, but committee members should sign the letter if they believe that the process has been fair.
12. The Dean will make a recommendation to the President. If the Dean does not agree with the committee, the Dean will meet with its members before sending a recommendation to the President.
13. HR will initiate the appointment letter to the candidate from the Dean of the College.
14. HR will notify the necessary areas of the new faculty member coming on board via the electronic "***Change in Faculty***" form. This will include some the following areas such as the post office, payroll, Security, Information Technology, etc.