

HISTORY DEPARTMENT HIRING POLICY

Search Committee Selection:

The search committee will consist of three tenured or tenure track faculty elected by secret ballot by the tenured and tenure track faculty. The top three vote getters from the ballots cast will be on the search committee. If there is a tie, the tenure and tenure track faculty will choose between the two in another secret ballot vote.

Responsibilities of Search Committee Chairman:

1. Communicate with the university bureaucracy when necessary.
2. Fill out all paperwork required by the university bureaucracy.
3. Keep the department chair informed of the search's progress.
4. Call and run search committee meetings.
5. Initiate and advertise the search based on university requirements.
6. Receive and organize applications, and place them on file for the department.
7. Communicate with the candidates in a timely and professional manner.
8. Arrange schedules for candidates at conventions and/or on campus interviews in consultation with the department chair.
9. Turn all records over to administrative assistant once the search is completed.

Responsibilities of the Search Committee Members (including the Search Committee chair):

1. Review all applications and determine finalists.
2. Meet with the finalists during the on campus interview for an in-depth conversation.
3. Canvass the faculty about their impressions of the candidates.
4. Make a final recommendation to the chair.

Responsibilities of the Department Chair:

1. Appoint the search committee chair.
2. Appoint new search committee members should vacancies occur.
3. Keep informed about the progress of the search.
4. Keep the department as a whole informed about the progress of the search.
5. Oversee the budget for the search.
6. Tally all votes related to the search.
7. Meet with the finalists during their on campus visits for an in-depth conversation.
8. Call a departmental meeting to inform the department of the search committee's recommendations.
9. Call any additional meetings if necessary.
10. Inform the dean of the department's recommendation.

Responsibilities of the Department:

1. Elect the search committee.
2. Participate in the on campus interviews.
3. Provide feedback to the search committee.
4. Vote on the search committee's recommendation and any other relevant issues.

Departmental Voting Process:

1. All tenure and tenure track faculty are eligible to vote.
2. Voting will be by secret ballot.
3. After a departmental meeting to discuss the finalists, the tenured and tenure track faculty will vote whether to accept or reject the search committee's recommendation based on a majority of votes cast.
4. If necessary, the department can decide by majority vote of those present at the meeting on further courses of action.

Approved by department September 14, 2006