

TITLE: Employment of Faculty or Professional Staff in the Area of Academic Affairs

AUTHOR: CAO and Faculty Senate

APPROVAL DATE: September 11, 2014

EFFECTIVE DATE: September 11, 2014

PURPOSE: To establish procedures for employing persons to teach and serve as full-time or part-time members of the teaching staff or the professional staff at Mississippi University for Women.

REVIEWER CAO

REVIEW DATE: Spring 2023 and every five years thereafter

OPERATING DETAILS:

1. Whenever a vacancy occurs or the need for a faculty or professional staff addition arises, the college administrators will follow existing procedures which include a statement of need (including financial feasibility), the rank to be offered, proposed salary, and a job description. If approved by the CAO, the posting will be forwarded to the CFO for budget review and approval and then to the President for approval.
2. Justification for the use of adjunct faculty or the awarding of overloads to regular faculty resulting from unexpected enrollment increases must be provided by the Department Chair and the Dean and approved by the CAO.
3. In accordance with Policy Statement # 1307, twelve-month faculty (including staff with faculty rank) may not receive compensation for overload teaching.
4. If the President approves the recommendation to employ, excluding adjuncts, s/he will instruct the CAO to form an appropriate search committee. Search committees will not be required for the appointment of adjunct faculty or part-time staff.
5. A search committee appointed and/or approved by the administrators involved must be utilized in all regular contract faculty appointments; however, in the event a vacancy occurs at such a date that the time required for the normal search process is precluded, the Dean with the approval of the CAO, may recommend temporary appointments without the use of a search committee.
6. Search committees for contract faculty members, program directors or coordinators will be nominated by the Dean or program chair in consultation with the Department Chair and approved by the CAO.

7. Search committees for academic Department Chairs will be nominated by the Dean and approved by the CAO or academic Department Chairs may be appointed from current departmental faculty by the Dean and approved by the CAO.
8. Search committees for college Deans will be appointed by the CAO. These committees will include a representative(s) from areas other than the one in which the appointment is to be made.
9. Students will be involved in all searches.
10. No person will serve on a search committee to select his or her successor.
11. The Dean, in consultation with the chair of the search committee, will arrange with the CAO to advertise the vacancy or new position.
12. Notice will be given of a vacancy or new position at least thirty days before an appointment is effected. For faculty and administrative appointments, an announcement must be made in a publication with nationwide general circulation and in a publication of interest in appropriate academic or administrative areas when such publications exist. In addition, notices requesting nominations and applications may be mailed to appropriate colleges and universities in consultation with the university's affirmative action officer.
13. To become a candidate for the advertised position, a person will submit:
 - a. a letter of application;
 - b. a vita;
 - c. three current letters of recommendation or the names and contact information of at least three references;
 - d. transcripts of all undergraduate and graduate study completed (including official evaluations of international transcripts by an approved credentialing service); and
 - e. other materials if requested by the committee.
14. Once the search committee has chosen its top three candidates, on-campus interviews for at least two candidates should be arranged. In cases where only one qualified candidate can be located, the preceding requirement may be waived at the discretion of the search committee, Dean and CAO.
15. No one may be employed if he/she has not been interviewed in person by the search committee or the hiring manager. Any exceptions to this provision must be approved by the CAO. As part of the interview process, a candidate may be required to make a formal presentation on an appropriate subject. These presentations will be announced in advance by the search committee and will be open to the faculty, students and administration of the university. No one can be recommended for an initial appointment as full professor, program coordinator, department chair or dean who has not been interviewed by the CAO or his designee. Candidates for program coordinator or dean must be interviewed by the President.
16. Once the interviews are completed, the search committee will select its first and second choices and submit its recommendations as follows:

- a. Recommendations for employment of faculty members will be made by the search committee and the Department Chair to the Dean who will then make recommendations to the CAO.
 - b. If the Dean or CAO does not approve the search committee's recommendation, his/her disapproval will be forwarded with the search committee's recommendation to the President.
 - c. Recommendations for employment of deans will be made to the CAO who will recommend to the President.
17. All recommendations for employment must include:
- a. the report of the search committee;
 - b. the recommendation of each administrator concerned;
 - c. the recommended candidate's credentials;
18. The President will make the final selection of the candidate to be employed and recommend the individual to the Board of Trustees, if the position requires that recommendation.
19. After a candidate has been recommended for employment by the President, s/he will complete the university's hiring process administered by Human Resources. The appointee shall receive in his contract or appointment letter the precise terms and conditions of her/his appointment. A person's signature on a contract or written acceptance of a position will be taken as evidence that s/he has read the contract and understands the terms of employment.
20. Final terms of employment are contingent upon receipt of official transcripts and a successful pre-employment background check.