

JOHN BROWN UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

CRITERIA FOR REQUESTING POSITIONS
NEW AND/OR REPLACEMENT FACULTY
AND/OR
PROFESSIONAL STAFF/SUPPORT STAFF

1. Describe the need for position (new or replacement).
2. Describe the unique contribution of this college/department/program to the JBU mission.
3. Describe the unique contribution of this position to the College/department/program mission.
4. Describe the role of this position and/or class(es) that will be taught on yearly basis.
5. Explain the impact of this position on number of majors, student credit hour productions, accreditation (if appropriate) and general education program (if appropriate) (#5 can be omitted for professional staff request).
6. What are the consequences of not filling this position.
7. Submit request to the appropriate school Dean and to the Vice President for Academic Affairs.

Updated: August 2024

FACULTY SEARCH PROCESS

PRE-SEARCH: APPROVAL OF FACULTY POSITION

1. A request for a faculty position search is prepared according to the pre-approval criteria by the college dean in consultation with the appropriate department chair, and the vice president for academic affairs (VPAA) and submitted to the Deans Council for budget prioritization. It should be submitted at the first Deans Council meeting in September. Ideally, preparation for position requests begins in the spring before the academic year in which the request is made.
2. Upon prioritization by the Deans Council, the VPAA submits the request to the Cabinet. The VPAA will confirm those positions which the Cabinet has approved for search. A first pass for “pending budget” approval will typically take place in September with more official budget approvals taking place first in October and then in November. Networking efforts should always be occurring but they should begin in earnest after the September prioritization.
3. Position requests that come outside of the normal timetable, which usually means late resignations, will be prioritized by the VPAA, CFO, and President.
4. College dean establishes a Search Committee. The purpose of the search committee is to give advice and counsel to the vice president for his or her consideration in making his or her recommendation to the president. Search Committee membership should be reviewed and approved by the VPAA.

Membership will include:

- a. College dean serves as search chair
 - b. Department faculty (2)
 - c. A Search Advocate faculty member from a different college, chosen in consultation with the Chief Intercultural Engagement Officer
 - i. The initial role of the search advocate is to assist the search committee to broaden the pool of applicants for the position and to consider diverse candidates for the positions. When it comes to the discussion of the final candidates, the search advocate should function like any other member of the search committee and offer his or her “all factors considered judgement” as to whom is the best candidate for the position.
 - d. Office of Academic Affairs representative
 - e. Student in department (1)
 - f. Others, if appropriate
5. Guidelines for Faculty Position Descriptions

Search committees should develop the following sections that include the items and information shown. All other sections (e.g., Institution, Salary, Diversity, Applications) will be added by Melinda Douglass prior to posting on the website.

Position Summary

[Add a summary of the position]

XX Program [e.g., History Program]

[Add a description of the appropriate program, department, college, etc.. Feel free to add multiple sections if you want to describe more than one entity, e.g., the Honors Program or the Core Curriculum.]

Required Qualifications

- A Master’s degree in a field related to XX [Or some appropriate variation of this]
- A committed follower of Jesus Christ
- Ability to teach undergraduate courses [OR Ability to teach graduate courses OR Ability to teach graduate and undergraduate courses]
- A commitment to the integration of Christian faith and learning
- A commitment to working with a diverse population of students, faculty, and staff
- [Any additional required qualifications, and you can reorder the items]

Preferred Qualifications

- A terminal degree in a field related to XX [Or some appropriate variation of this]
- Demonstrated experience teaching undergraduate students
- Demonstrated experience with diverse populations
- [Any additional preferred qualifications, and you can reorder the items]

Important Dates

Position begins July 1, 2025. The screening process begins XX and continues until the position is filled. [We typically give at least 30 days from the date the position description is posted.]

SEARCH PROCESS

1. Human Resources will submit open faculty positions (as they are approved by cabinet at each of the earlier referenced stages) to the following:
 - JBU Web Page
 - Council for Christian Colleges and Universities (website)
 - The Chronicle of Higher Education (website)
2. The search committee chair should also promote the open positions through various “networking” channels, such as through social media (Facebook, LinkedIn, etc.), alumni email lists, relevant CCCU departments, and relevant nearby R1 institutions. They may also post the position in professional journals for the specific discipline.
3. Position should be open for a minimum of 30 days unless an emergency search is warranted.
4. Human Resources will handle:
 - Posting of positions
 - Correspondence with applicants up until application is submitted
 - Providing access to the search folder for committee members (see #5 below).
5. The administrative assistant in the college or department in which the hire is occurring will handle:
 - Correspondence with all applicants after application is submitted
 - Requesting any documents from applicants after the application has been submitted
 - Correspondence with all applicants after search is closed
 - Scheduling Zoom interviews
 - Scheduling itinerary for candidates who make it to the campus interview stage
6. Documents and materials submitted by interested **applicants** will be available electronically to the members of the Search Committee and others involved in the interview process. **Applicant information is confidential and not to be copied, forwarded or discussed with those not involved in the interview process.** Human Resources will notify the Search Committee when their search folder is first available but will not notify the committee when applicant information is added to the folder. Committee members are requested to set up notifications for the SharePoint folder and to monitor their search folder regularly.
7. The Search Committee will decide on which applicants the committee desires to review additional information: three letters of recommendation, transcripts, and teaching evaluations (when applicable). The college/department administrative assistant will notify those applicants of the request for additional information.
8. Following receipt of the additional information requested, the Search Committee will then decide on candidates for an informal telephone/video interview. The college/department administrative assistant will contact the candidate(s) for the phone/video interview and make those arrangements. Participating in the phone/video interview will be the search chair and at least one other member of the Search Committee. All committee members do not need to be present for phone/video interviews, but there is a preference for as many members of the search committee to attend as possible. Search committees may record telephone/video interviews, with the candidate’s permission.
9. The checking of references is requested to be made at some point in the interview process, with a preference for two search committee members to do each reference check.
10. The social media or other internet presence of a candidate may be relevant to assessing that candidate. The search advocate should work with the search committee to ensure the material is reviewed in a way that is fair to all candidates under consideration.
11. The Search Chair recommends **up to three candidates for campus interviews.**
12. The VPAA gives final approval for campus interviews. The college/department administrative assistant will contact the candidate(s) and confirm the interview date, make the necessary arrangements, and prepare the interview itinerary.

13. It is expected that the VPAA will have regular conversations with the president throughout the search process.

INTERVIEW DETAILS

1. The Interview Itinerary will be prepared by the college/department administrative assistant in conjunction with the search chair. The following meeting durations are typical but they can be adjusted as appropriate on a case-by-case basis:
 - President (1 hour)
 - Vice president for academic affairs (15 minutes as the first meeting of the day; 45 minutes later, preferably at the last meeting)
 - College dean and department chair (45 minutes)
 - Class presentation (see #2 below)
 - Search Committee (1 hour)
 - Faculty Status Committee (45 minutes)
 - Chief Intercultural Engagement Officer (45 minutes)
 - Human Resources (30 minutes via a video meeting scheduled for a different time)
 - Campus tour (45 minutes)
 - Lunch with students (1 hour)
 - Others as pertinent to the position
 - Dinner (see #3 below)
2. Candidates should demonstrate their teaching, if appropriate to the position. For faculty positions which do not include classroom instruction, the candidate may be requested to make a presentation in their area of expertise. Please confirm with the Academic Office.
3. Dinner with the candidate and search committee members (limited number) is held at the end of the interview day. *(Note: if the candidate's guest attends the dinner, then faculty spouses are invited as well).* In some circumstances due to candidate travel schedule, the dinner may need to occur the evening prior to the scheduled interview. The Academic Office will cover the dinner expense for the one dinner with the candidate (and guest) with the search committee members (2 – 3 faculty couples). Meals with the candidate outside of the normal interview itinerary will be covered by the College/Department funds.
4. Informal times for candidates and/or their designated guest can be scheduled: a tour with a realtor, a breakfast or lunch with a “volunteer” connected to the search process, and other visits such as to a local school system.

DETERMINING SELECTION

1. The search committee will review evaluations from all groups and individuals involved in the interview process. If not already part of the search committee, the VPAA should also be included in these reviews. The search chair will make a recommendation for hire through the VPAA to the president.
2. In rare cases, the VPAA and president may choose to discuss the search process with the search committee at any point along the process, including after the president's final decision.
3. Upon approval from the president, the vice president for academic affairs will contact the prospective candidate and make a verbal employment offer followed by a written letter of offer. The position remains open until a written letter of acceptance is received from the candidate.

POST-SELECTION PROCESS

1. Once the position has been filled, the VPAA will notify the following: president, dean of undergraduate studies, search committee chair, Faculty Status Committee chair, chief intercultural engagement officer, human resources. The search chair should then contact all candidates who were not hired but who were interviewed by phone/video or in person to let them know that they weren't offered the position. The college/department administrative assistant will contact the rest of the candidate pool letting those individuals know that the search has been concluded.
2. Offer letters and employment details will be handled by the Office of Academic Affairs.
3. Thanks to all for their assistance.