

# BRYN MAWR

## COLLEGE

### **Instructions for Faculty Searches**

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#### **Requests for Positions**

CAP must approve tenure track and continuing non-tenure track positions. Departments or programs that would like to request a tenure track and/or continuing non-tenure track position should consult the Committee on Academic Priorities (CAP) webpage for guidelines.

After receiving CAP approval, departments and programs must follow the College's faculty search procedures. These procedures are recommended by the Committee on Appointments (CA) and approved by the President.

In addition, all search chairs and search coordinators must attend a mandatory search chairs meeting scheduled in September.

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#### **Procedures for Tenure Track and Continuing Non-Tenure Track (CNTT) Searches**

##### **Search Committees**

After a search has been authorized, the search committee will be formed. The Provost, in consultation with CA if necessary, will appoint all members of search committees. In searches for departmental positions, typically all ranked and CNTT members of a department are part of a search committee. Large departments may, in consultation with the Provost, wish to ask three or four of their members to serve on the search committee. In addition to the department members, a member of CA, a potential Haverford faculty member (usually from the counterpart department), and one or more Bryn Mawr faculty members from an allied department or departments will serve on search committees. The CA representative also serves as the faculty diversity representative and is a non-voting member. Student representatives will serve on every committee and will also be responsible for encouraging student participation and collecting students' feedback on the candidates after their campus visits. It is required for a successful search that all search committee members are present at all meetings, and that the decision to select candidates at each stage of a search involves all members of the search committee once a pool of candidates who meet the advertised criteria has been established. However, CA recommends that student representatives not vote on search committees. In addition, faculty who have entered into a retirement agreement should not serve on search committees.

The chair of the search committee should inform all members when applications are ready for reading, when meetings are scheduled to make initial cuts, to select candidates to interview in person and to invite for on-campus interviews, and to rank the final candidates after the campus visits have been completed. The chair is also responsible for distributing the schedule for each on-campus visit, specifying participants, dates, times, and places for the activities of each invited candidate (e.g., interviews, talks, classes, etc.). All search committee members should participate in the on-campus interviews.

The CA and faculty diversity representative has the responsibility for communicating institutional policies to the committee and for monitoring its adherence to those policies. Their views of the search process should be given careful consideration.

Search committees must adhere to the language of the advertisement in selecting candidates to consider at each stage of the search process.

### **Advertising Procedures**

In the process of approval of a tenure-track or CNTT position by CAP and the President, the department will have submitted a draft advertisement for review. The Provost, CAP, and CA will review and approve the language of that ad. Ads will be posted on the Provost's Office Open Positions webpage.

Advertisements should contain the name of the department, field, rank and/or special qualifications, criteria (e.g., Ph.D. in hand, prior teaching experience); materials to be submitted (e.g., letter of application, *curriculum vitae*, three current letters of reference, a research statement, a statement of teaching philosophy, a statement of demonstrated commitment to diversity and inclusion, and some ask for writing samples); the Search Committee to whom materials should be sent; the weblink to access the application portal via Interfolio; the date on which review of applications will begin; and the following wording:

*Bryn Mawr College is a distinguished liberal arts women's college with a vibrant faculty of scholar-teachers, a talented staff and intellectually curious students eager to make a difference in the world. The College is committed to increasing the diversity of its students, faculty, staff, and curricular offerings with a particular focus on enhancing ethnic and racial diversity and advancing social justice and inclusion. We believe diversity strengthens our community and enriches the education of our students. We have a student body of about 1,400 undergraduates (32 percent are U.S. students of color and 14 percent are international students). There are over 300 graduate students in coeducational graduate programs in social work, humanities and science. Bryn Mawr College is located in metropolitan Philadelphia and enjoys strong consortial relationships with Haverford College, Swarthmore College, and the University of Pennsylvania. Bryn Mawr College is an equal-opportunity employer; candidates from underrepresented groups and women are especially encouraged to apply.*

The search chair may place the ad in one or two professional newsletters and or on the website of their academic discipline association. A single appearance of an ad in two or three publications can be covered by the Faculty Search budget. The Provost's Office will place the finalized ad on the Provost's Office webpage, and advertise the position in The Chronicle of Higher Education, HigherEdJobs.com, and Higher Education Recruitment Consortium (HERC). Special attention should be given to advertising in publications reaching candidates from underrepresented groups. However, it is important not to rely on advertisements alone in recruiting candidates. Special efforts are needed if the College is to succeed in hiring outstanding new faculty in a highly competitive market. Faculty members on the committee should use their respective professional networks to seek out strong candidates and contact graduate departments noted for training scholars in the field. Such personal contacts are particularly important in recruiting candidates from racially and ethnically diverse groups.

## **Hiring a Diverse Faculty**

The College is committed to hiring a faculty diverse in racial and ethnic backgrounds and women especially in fields where they are underrepresented at the College and nationally. When a search committee solicits the initial pool of candidates, chooses candidates to interview and to invite to campus, and makes its final choice, it should strive to fulfill the College's goal of fostering and maintaining a diverse faculty. In particular, the search chair can work with the Provost's Office to recruit applicants into the candidate pool from underrepresented groups and to insure that these candidates are carefully considered during the search process.

Specific recruitment plans should be developed at the outset of the search and checked as the search progresses. For additional strategies to increase the recruitment of underrepresented groups, please consult the Provost's Office and the materials in our search packet. The Equal Employment Opportunity Compliance (EEOC) for the Recruitment of New Faculty form should be used during various stages of the search. The form is divided into sections which correspond to the steps in the search procedure. The appropriate section of the form should be submitted, as indicated in the instructions on the form, at each stage in the process. The College keeps a file of EEOC forms from all searches.

As part of the candidate application process via Interfolio, CA has reviewed the procedure for gathering statistics on gender, racial, and ethnic groups search pools. Should applicants elect to do so, the following information is collected:

- Department in which the candidate is seeking a position
- Gender
- Racial/ethnic group membership
- The name(s) of the organization, publication, or other source from which the individual learned of the position

The information provided by the candidates is collected in the form of an extracted report for each faculty search from Interfolio by the Provost's Office. For the purpose of compiling EEOC information for the search committee's report on compliance, the search chair or departmental administrator may obtain the collected applicant responses from Linda Butler Livesay. When the report is complete, the report should be returned to Linda Butler Livesay.

## **Reviewing and Responding to Applications**

The search committee chair is responsible for maintaining application files, organizing their review by committee members, and any correspondence with candidates. The CA representative to the search committee can provide advice about organizing the process of review.

Search chairs should also ensure that application submissions are acknowledged using an Interfolio auto-response communication to the candidate.

## **Search Committee Members' Travel**

Search committee chairs should consult with the Provost if they plan to have committee members travel to professional meetings for the purpose of interviewing candidates. Typically, no more than three committee members' travel expenses to a professional meeting will be covered by the Provost's

Office faculty search budget. Additional faculty members may find support from the Faculty Travel Pool, if they are presenting papers at that meeting. Travel plans for both search committee members and candidates must be made in accordance with the College's Travel Expense Policy.

### **Approval of Candidate's Campus Visits and Travel Arrangements**

A search committee may invite up to three candidates to campus for interviews. Before inviting candidates for campus visits, the search chair should bring the following to the Provost for review and approval:

- Finalists' dossiers, including *curriculum vitae*, letter of application, and letters of recommendation, a research statement, a statement of teaching philosophy, a statement of demonstrated commitment to diversity and inclusion.

Candidates may be invited to the campus only after the search committee has received approval from the Provost. As soon as the candidates are invited to the campus for interviews, the search committee chair should send the candidates' names and the proposed dates of travel to the Provost's Office, the deans, and Human Resources. Arrangements for the visits are made by the search committee in coordination with the Provost's Office.

Candidates' travel must comply with the College's Travel Expense Policy. Travel arrangements should be made as far in advance as possible in order to get the best fares. Reimbursement for travel is for economy airfare or unreserved coach rail fare. If a candidate is combining the visit to Bryn Mawr with other travel, personal or professional, the candidate should pay the extra fare and submit receipts for reimbursement of Bryn Mawr's share to the search committee chair, who will forward it to the Provost's Office.

### **The Campus Visit**

During the campus visit, the candidate should meet with all members of the search committee, as well as the Provost and the appropriate deans; all arts and sciences candidates meet with the Dean of the Undergraduate College. Candidates for positions in departments with graduate programs also meet with the Dean of Graduate Studies. Candidates have the option to meet with Human Resources on campus. Copies of the candidate's *curriculum vitae*, letter of application, letters of recommendation, and a schedule of the candidate's visit should be sent to these administrators prior to the visit.

The Provost may discuss with the candidate faculty research support programs and practices, the salary range, and College benefits.

The search committee chair should ensure that candidates have clear and complete information about what is expected of them during the campus visit. Student representatives should facilitate meetings between candidates and students and coordinate student feedback to the search committee. The chair should invite colleagues from other departments to attend the candidates' talks, which should be advertised to the College community to attract a wider range of interested colleagues and students.

### **Campus Visit Costs**

Campus visit costs need to meet the requirements of the College's Reimbursement and Expense Policy. The Provost's Office has a budget for faculty searches of \$6,875 for tenure-track searches and

\$4,250 for CNTT searches. Items not covered by the faculty search budget include office supplies, stationery, postage, and duplication costs. Tenure-Track faculty search expenses should be billed to 1-\*\*\*\*\*-department code-01116. CNTT faculty search expenses should be billed to 1-\*\*\*\*\*-department code-01117.

Candidate travel expenses are dependent upon point of origination. Travel must comply with the College's Travel Policy.

To keep costs under control, lunch meetings with candidates should take place on campus in small groups. Students may take the candidate to one of the dining halls. Meal tickets for candidates eating with students may be obtained from Linda Butler Livesay in the Provost's Office.

Dinners in restaurants with candidates should be limited to small groups of faculty. Requests for reimbursement for dinner should include the names of those who attended the dinner.

### **Request to Extend an Offer of Appointment**

When all campus visits have been completed and a search committee ranks the final candidates, the search committee chair should forward their recommendation of the top ranked candidate to the Provost. The Provost will then forward the committee's recommendation to CA for their approval.

### **N.B. Any and all negotiations take place between the candidate and the Provost.**

During the crucial period after a final candidate has been chosen for the position, it is appropriate for the search committee chair to contact the candidate for the purposes of recruitment and to discuss curriculum. Other specific aspects of the appointment, including salary ranges, initial research grants, moving expenses, sabbatical eligibility, or spousal employment, should be discussed with the Provost. Following one or more telephone conversations with the candidate, the Provost will write a letter offering the candidate the position and specifying the terms of the appointment. After the candidate returns a signed copy of the offer letter, the President will send the candidate a letter of appointment.

### **Hiring International Faculty**

In the event that an offer is extended to and accepted by a non-US citizen, the College will proceed expeditiously with the appropriate employer-sponsored visa.

Search chairs will be asked to provide the following information for the visa procedures:

- The members and the chair of the recruitment committee
- The number of resumes received
- The disposition of the applicants:
  - How many interviewed in person,
  - How many interviewed on campus,
  - How many selected for final consideration, and
  - The reason for selecting the new hire over the other applicants.

*Search procedures are revised in concert with CA.*