

Search Process: Nuts and Bolts

October 12 & 19, 2016



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Dean/Department Chair Preparation

- Establish a Search Committee
 - Membership: interdisciplinary; diverse; faculty; staff
- Prepare position advertisement
 - Send to Anne (areuland@luc.edu)
- Faculty Administration will post to the Loyola career website, <https://www.careers.luc.edu>. Additional venues:
 - HERC, *Inside Higher Ed*, *Chronicle of Higher Ed Online*, *Chronicle of Higher Ed* print edition —annual ad
 - *Diverse: Issues in Higher Ed*
 - *Hispanic Outlook in Higher Ed*
- Hiring unit will post elsewhere
 - All recruiting materials must carry the EOE tagline
“Loyola is an Equal Opportunity Employer”



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Applicant Inquiries

- All applicants must apply electronically:
www.careers.luc.edu
 - Basic personal information
 - CV, teaching/research statement, letter of interest
 - Names and contact information for 3 professional references
- Optional items sent to Search Chair:
 - Samples of publications



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Evaluating the Applicant Pool

- Access applications through <https://www.careers.luc.edu>
 - Committee Chair direct access
 - Committee members, shared access code and password
- Three letters of reference
 - Either all at once, or when committee requests
- Committee members complete Screening Rubric
for ALL candidates



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Evaluating the Applicant Pool, *continued...*

- To narrow the pool, consider a simple rating system, such as...
 - 1 = Definitely NO, 2 = Maybe, 3 = Definitely YES

- Benefits of quantitative rating include:
 - Enhancing objectivity
 - Ensuring all committee members have a voice

- Consider re-examining the CV's of strong diverse candidates



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Sample Applicant Screening Rubric

Sample Applicant Screening Rubric		
Applicant Name:		
Variables	Rating	Comments
Quality of Cover Letter		
Appropriateness of Educational Background		
Teaching Record		
Evidence of Research and Publications		
Administrative Experience		
Evidence of Commitment to Diversity and Social Justice		
Evidence of Advising, Mentoring, and Research Direction		
OVERALL RATING (1 = very weak to 5 = very strong)		

Rating Scale:
 1= Not addressed in application
 2= Little or weak evidence in application
 3= Satisfactory evidence in application
 4= Above average evidence in application
 5= Outstanding evidence in application



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3 Finalists to Campus

- Dean must approve candidates for the campus visit
 - Candidate materials: cover letter, CV, Evaluation Tool summary, committee's rationale
- Candidate Preparation
 - Send each finalist the link to [*Transformative Education and Plan 2020*](#)
 - Be ready to discuss/write how he/she would be able to contribute if hired
- Recruitment costs are covered by Dean's office
 - Contact your Dean's office/business manager first when seeking approval for campus interview expenses
- Know the procedures for travel expenses & reimbursement, so you can advise candidate



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Interview Do's and Don'ts

- Make sure everyone interviewing is aware of:
 - The “do's and don'ts” of interviewing
 - What constitutes fair and legal pre-employment inquiries.
 - All inquiries, whether on forms, during interviews, or when requesting information concerning applicants, must comply with Federal and State law



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On Campus Interviews

Before each candidate arrives...

- Assign a host & make travel arrangements easy
- The host collects the candidate and makes sure he/she arrives at each meeting on time
- Strive for balance in the interview schedule
 - Engage in mutually beneficial dialogue
 - Vary the intensity of activities so candidate can perform best



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A Standard Campus Visit: 1.5 Days

- As appropriate to the School/College, the schedule includes:
 - Time with search committee
 - Interview with Dean
 - Interview with Department Chair (if applicable)
 - Meetings with faculty
 - Research presentation (tenure track searches only)
 - Teaching demonstration
 - Lunch and/or dinner, usually with small group
 - Meeting with students, campus tour
 - Opportunity to meet with “affinity group” (e.g. other faculty/staff/students of color; interdisciplinary connections, such as faculty in another department/school who share similar interests in research, etc.)

**Remember to enhance Loyola’s reputation
as a great place to work!**



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During & After Campus Visit

- Solicit written comments and/or ratings from those who met with candidates
- A feedback form is useful:
http://www.luc.edu/academicaffairs/search_committee.shtml
- Follow University requirements for documenting the search process and final candidate ratings
- Personally call or email all finalists not selected as soon as the candidate selected has accepted the offer



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Loyola University Chicago
 School or Department of _____
 Tenure-Track/Non-Tenure Track Position

Name of Candidate: _____

- Evaluator: Faculty
 Student
 Staff
 Other: _____

- Contact: Attended Research Presentation
 Attended Teaching Demonstration
 Attended Student Meeting
 Attended Lunch/Dinner
 Other: _____

Please comment on this candidate's STRENGTHS:

Please comment on this candidate's LIMITATIONS:

Would this candidate be a good fit for the School/Department (why or why not)?

Would this candidate be a good fit for Loyola (why or why not)?

Other comments:

Overall Assessment: 1.....2.....3.....4.....5

[1 = Weak 5 = Very Strong]

Please return to: (this should be Search Committee Chair)



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Proposed Hire Recommendation

- Search Committee Chair to Department Chair (if applicable) to Dean:
- Include:
 - CV's of candidates interviewed
 - Strengths and weaknesses of each candidate—NOT ranked
 - Evaluation Tool on each candidate
 - Address fit for Loyola—mission and transformative education
 - Credentials
 - Mission
 - Diversity
 - Successful grantsmanship
 - Leadership potential



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Candidate Evaluation Tool*

EVALUATION TOOL FOR NEW FACULTY CANDIDATES

CANDIDATE'S NAME: _____

POSITION SOUGHT: _____

CRITERION	RATING	COMMENTS
Teaching Quality & Versatility		
Scholarly / Research Potential		
Faculty Leadership Potential		
Appreciation For & Fit With LUC Mission		
Fit with Current and anticipated Departmental Needs		
Potential for Interdisciplinary Teaching and Research		
Potential for Enhancing Faculty Diversity		
Potential for Attracting Outside Funding		

1 = Poor 2 = Moderate 3 = Very Good 4 = Excellent

EVALUATOR'S NAME: _____

* Submit ONE form per candidate to Provost—summarize all feedback



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Proposed Hire—Dean to Provost

- Dean makes recommendation to Provost (*cc to Anne Reuland*):
 - CV's of candidates interviewed
 - Strengths and weaknesses of each candidate—NOT ranked
 - Evaluation Tool on each candidate
 - Budgetary considerations
 - Send candidate materials to Provost/Anne as one pdf
- Offer details:
 - Appointment Title
 - Start Date: **August 14, 2017**
 - Salary
 - Teaching responsibilities
 - If applicable—additional start-up funds



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The Job Offer/Appointment Letter

- **Dean** authorized to make offer
 - Subsequent to Provost Approval
 - Initial offer verbal—between Dean and Candidate
- Negotiations successful
 - Email details of final offer to Provost
 - cc Anne Reuland
- Appointment Letter to Candidate
 - Generated & sent by Faculty Administration
 - cc to Dean & Department Chair
 - Details include: title/start date/academic year/base salary/moving expense policy/mid-probationary & tenure review years



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