Majority Recommendations for Revisions to the “Search and Interview” Descriptions in the Faculty Handbook

REVISED: 9/1/09 to reflect the activity of the 4/24/09 Faculty Meeting

Motion 1: To adopt the majority recommendations for the description of the composition of the search committee in section 2.1.3.1 of the handbook.

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| **2.1.3.1 Search Procedures**

a) Prior to each new faculty search, the Provost will establish the degree requirements for the position in consultation with the Department Chair and Personnel Committee. Except in very rare circumstances, a terminal degree will be required for all faculty positions at Westmont. The Department Chair will provide a description of the position and an announcement of the opening which will be based on a legally and institutionally acceptable format provided by the Provost. Normally, a national search is conducted; | **2.1.3.1 Search Procedures**

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b) The search committee will consist of the Provost, the department chair, representatives from the department, and two faculty from outside the department. One of those faculty will also be from outside the division. The Provost chairs the committee. The department chair serves as a vice-chair of the search committee, coordinating the early stages of discussing, screening and ranking applications. This may also involve arranging preliminary conference interviews. The Provost may review applications and will expect departments to develop a pool of applications reflecting diversity of ethnicity and sex in addition to commitment both to the traditions of liberal education and to the integration of Christian faith with learning. A short list of candidates will be developed by the department and the Provost. The Provost and department chair will determine the strategy for bringing candidates to campus for interview. | **2.1.3.1 Search Procedures**

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**Rationale:**

- There is widespread support for the inclusion of non-departmental faculty on search committees.
- Outside members represent the interests of the faculty at large in every appointment.
- Outside members reduce the need for members of the Personnel Committee to formally interview candidates.
Motion 2: To adopt the majority recommendations for changing the language in 2.1.3.2 of the handbook to reflect current practice.

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<td>a) The department, through its chair, will make its recommendation for an appointment to the Provost. If the Provost and the department are unable to agree on an appointment, they will continue the search. With the approval of the President, the Provost will forward his or her recommendation and that of the department to the Academic Committee of the Board of Trustees. Appointment is not final until the Board of Trustees has approved the contract of the candidate.</td>
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<td>b) When a full-time contract is offered, the Provost will specify in writing all conditions and considerations that may be distinctive to the contract. If degree requirements have not been met at the time of appointment, the Provost will specify in writing the amount of time allowed to complete the degree. Faculty who have not completed the degree by the agreed-upon date are subject to termination. Attendant to the contract, the Provost will provide a copy of the Faculty Handbook, the Articles of Faith, and Community Life Statement.</td>
<td>b) When a full-time contract is offered, the Provost will specify in writing all conditions and considerations that may be distinctive to the contract in a letter of appointment. If degree requirements have not been met at the time of appointment, the Provost will specify in writing the amount of time allowed to complete the degree. Faculty who have not completed the degree by the agreed-upon date are subject to termination. Attendant to the contract, the Provost will provide a copy of the Faculty Handbook, the Articles of Faith, and Community Life Statement.</td>
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Rationale:
- Adding outside members to the search committee make references to “the department” inadequate.
- Specifying a “letter of appointment” reflects current practice.
Motion 3: To adopt the majority recommendations for changing the description of interviews and meetings in 2.1.3.1 b of the handbook.

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<td>b) The campus visit includes (1) interviews with • departmental members, • the Provost, • the President, • the Vice President for Student Life, • the Faculty Personnel Committee, • a faculty group from outside the department, • students, (2) discussions with • the Vice President for Finance, and • the Director of Human Resources.</td>
<td>c) The campus visit includes (1) interviews with • departmental members, • the Provost, • the President, • the Vice President for Student Life • the Faculty Personnel Committee, • a faculty group from outside the department, • the non-departmental members of the search committee • and students, (2) Informational meetings discussions with • the Vice President for Finance, and • the Director of Human Resources • the Assistant to the provost for diversity initiatives, or representatives from these offices. While these meetings are primarily informational, questions or concerns arise, may be communicated to the search committee.</td>
<td>c) The campus visit includes (1) interviews with • the search committee • departmental members, • the Provost, • the President, • the Vice President for Student Life • the non-departmental members of the search committee • and students (postponed)</td>
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Rationale:
- The outside members on the committee play much the same role as the Personnel Committee’s involvement had done—representing the interests of the college as a whole, beyond the needs of the department.
- Members of Personnel already have a heavy workload. These interviews make the workload burdensome.
- Though we do this now, there is still a lack of clarity about what the meeting with the Personnel Committee members is for (assess the candidate’s understanding of, enthusiasm for, and ability to carry out the mission of the College? Or provide information on tenure and promotion?).
- Clearly marking some meetings as “interviews” and “informational meetings” helps everyone understand more clearly the main purpose of the meeting.

NOTE: The content was previously section 2.1.3.1 b, but would now be in section 2.1.3.1 c
Motion 4: To adopt the majority recommendations for changing the description of classes and presentations in 2.1.3.1 b of the handbook.

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<td>The candidate teaches two classes, preferably a lower division class and an upper division class or colloquium. When feasible, a forum open to all faculty should be held during which the candidate will address issues such as the nature and purpose of Christian education in the liberal arts and sciences and the relation of faith to one’s discipline. Information is solicited by the department chair from all who participated in the interview process.</td>
<td>The candidate teaches at least one but preferably two classes (a lower division class and an upper division class), and offers a research presentation open to the college community. Information is solicited by the department chair from all who participated in the interview process. Over the course of a candidate’s campus visit, the search committee must • ensure that the candidate understands and is committed to Westmont’s mission and the central role that questions of faith and learning play in our teaching and scholarship. • ensure that the candidate understands the criteria for tenure and promotion. • ensure that all candidates for the same position have the same interview components.</td>
<td>(postponed)</td>
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Rationale:

• “One or, preferably two classes” allows each search committee to consider, in conversation with the Provost, what is best for their particular search.

• There is widespread support for the necessity for a scholarly, research presentation, since scholarship is one of our criteria for tenure and promotion. This is also current practice.

• With the elimination of the Personnel Committee’s participation, we need to specify important topics that must be covered during the course of a campus visit.

• Because this process offers more flexibility, committees need to make sure that campus visits for all candidates for the same position share the same components.

NOTE: The content was previously section 2.1.3.1 b, but would now be in section 2.1.3.1 c following the material in Motion 3, above.