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.

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 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 full search committee and the Provost. The Provost and department chair will determine the strategy for bringing candidates to campus for interview.

c) The campus visit includes
(1) interviews with
• the search committee
• departmental members,
• the Provost,
• the President,
• the Vice President for Student Life or representative
• the non-departmental members of the search committee
• and students

(2) Informational meetings with
• the Vice President for Finance
• the Director of Human Resources, and
• the Assistant to the provost for diversity initiatives, or representatives from these offices. While these meetings are primarily informational, questions or concerns that arise may be communicated to the search committee.

(see table below*)

2.1.3.2 Appointment Procedures
a) The search committee will make its recommendation for an appointment to the Provost. If the Provost and the committee 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 committee 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.
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.

*Table of Current and Proposed Section 2.1.3.1 c) (2), second part.*

<table>
<thead>
<tr>
<th>Current Handbook Language</th>
<th>Current Main Motion Under Consideration (Faculty Council Alt. Motion of 10/2/29)</th>
<th>Motion as Amended by P. Delaney (bold; currently under discussion) and Faculty Council (gray; proposed)</th>
</tr>
</thead>
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<tr>
<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. Over the course of a candidate’s campus visit, the search committee must ensure that significant discussions take place with the candidate regarding: • the candidate’s commitment to Westmont’s mission and the central role that matters of faith and learning play in faculty teaching and scholarship • the candidate’s potential for faith-learning integration • criteria for tenure and promotion The search committee should ensure that all candidates for the same position have the same interview components.</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. In one of these settings, or in some other setting, the candidate addresses issues of faith and learning pertinent to the position’s academic discipline. Information is solicited by the department chair from all who participated in the interview process. 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. In one of these settings, or in some other setting, the candidate addresses issues of faith and learning pertinent to the position’s academic discipline. Information is solicited by the department chair from all who participated in the interview process.</td>
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