Guidelines for Requesting Approval for Special Opportunity Faculty Hires

The strategic vision of the college calls out our continuing commitment to the value of inclusion, diversity, community, and openness and to making proactive efforts to nurture and realize those values. One way of being proactive in this way is to focus on recruiting and retaining faculty members who will contribute to diversity and equal opportunity within their unit and, in turn, the college and university as a whole. As stated in the college’s pattern of administration, the college requires that all faculty search committee make vigorous efforts to ensure a diverse pool of highly qualified candidates and expects that at least one of the candidates invited to campus must contribute to increasing the diversity of the unit. If the search committee judges that in the pool of candidates there is no qualified person who can contribute to the diversity of the TIU, it will explain at a meeting of the faculty its efforts to attract a diverse pool of applicants and will describe the pool of applicants and the pool of finalists before asking the faculty to vote on inviting the finalists to campus for an interview. The university provides toolkits about recruiting diverse pools through the Women’s Place; the Office of Academic Affairs; and Gender Initiatives in STEMM.

Even as search committees adopt best practices, we are aware that special opportunities do arise through and alongside our regular search processes. In some cases, these might be opportunities to pursue a targeted search for a faculty member who fulfills a unit need, either in experience or expertise, and also possesses attributes that will contribute to the unit’s diversity initiatives. In others, they might be opportunities that arise out of a national search, either because there is the desire to make an offer to more than one candidate or because a candidate has emerged through the process who has expertise in a related field of need.

In such cases, chairs and directors should provide their divisional deans with the following information:

- Name of the candidate, proposed rank, and proposed salary
- Candidate’s CV
- Brief explanation of how the faculty member’s scholarly focus would contribute to the academic mission and strategic direction of the unit and enhance the unit’s diversity
- Brief explanation of what curricular areas the faculty member would cover and unit needs in that area
- Relationship of this request to the hiring plan currently on file in the college and to the action plan from the most recent program review, if applicable

The divisional dean will review the material and make a decision, in consultation with the executive dean, about whether to approve moving forward with a campus visit and/or offer. Requests will be considered at any time, although the college follows the AAU agreement not to make offers to faculty in other AAU institutions past April 30 of each academic year. After college approval, chairs will also be expected to assist the college in requesting bridge funding from OAA (year of salary support, in one-time cash). Any targeted hires (waiver of national search) will also require prior approval of OAA.