Office of the Dean of Faculty  
Guidelines for Tenure-Track Searches  
2019-20

This memo is a summary of key points from the Colorado College Faculty Handbook, as updated on 19 June 2019 as well as current practices and responses to recommendations from the Antiracism Initiative.

Advertising the position
Chairs advertise in major venues relevant to the academic discipline, but should also advertise in venues that will increase the chances of achieving a richly diverse pool of applicants that represent the best in current scholarship in the field. The Search Chair might get advice from the affiliated librarian and colleagues on websites, listservs, and other digital media to reach the widest audiences. Chairs and directors should be engaged in ongoing conversations with graduate school directors and professional organization contacts about possible candidates in the pipeline. The ad should include the boilerplate diversity language as well as the EEO statement, as well as a statement about Colorado College’s commitment to becoming an antiracist institution in all our policies, practices, and pedagogies.

The ad must be approved by the Dean of Faculty, the Provost, and a representative from the Diversity and Equity Advisory Board.

The Dean’s Office pays for a group ad in *The Chronicle of Higher Education* paper version and online that links to the job description on the HR website. The Dean also provides support for advertising in venues relevant to the discipline, usually not more than $400.

Composition of the Search Committee

From the Faculty Handbook: “When a request for a new tenure-track hire (replacement or new hire) is submitted to the Dean’s Office, the request must specify the name of two representatives [either inside or outside the department in which the hire is being made], one of whom must be tenured, who have previously completed, or are willing to complete, diversity educational programming as determined by the Diversity and Equity Advisory Board, who will serve as Diversity Representatives for the search committee. More than two Diversity Representatives may serve on a search committee.

Each search committee must also include non-departmental members. One of these members will be appointed by the Dean, and the other member will be appointed by the hiring department. Both tenured and untenured faculty should be represented.”

The current program required by the DEAB is Good to Great.

A Diverse Pool
Departments should take seriously the diversity of the original pool of candidates, and do everything within their power to ensure that they have a richly diverse pool of candidates before the deadline for applying.

From the Faculty Handbook: Equal Opportunity and Special Opportunity Hiring

“Colorado College is committed to equal opportunity in all its hiring practices. The Dean is the College’s Equal Opportunity Officer in matters of faculty recruitment, but department chairs are primarily responsible for ensuring equal opportunity at each stage of the recruitment process. This responsibility includes maintaining contact with a diverse group of scholars who might know about minority candidates, informing directors of graduate programs about positions to be filled, and identifying applicants whose inclusion would increase the diversity of the applicant pool. If the Dean determines that more time is needed to identify a more diverse applicant pool, the Dean may allow a department to postpone fulfilling a position for a year.”

Campus Visits

The Dean and the Search Chair decide how many candidates to bring to campus. It is conventional to bring three. The components of the campus visit include: meetings with department members, relevant divisional representatives, other cognate faculty members interested students, the Director of the Butler Center, the Dean and the Provost. Each candidate does a public job talk. Whether or not there is a teaching demonstration is up to the Department. It is highly recommended the Search Committee allow the candidate two hours in the schedule to meet with anyone or campus constituency that they choose, such as a someone working in a cognate field or an affinity group. After the visit, the Search Chair solicits comments from all people who met the candidates.

The expenses to bring each candidate to campus should be around $2500 maximum.

Making the Offer

The Search Chair either notifies the Dean of the vote to offer the position to a particular candidate or, if none of the finalists is acceptable to the Department, to request another candidate visit. The Dean then informs the Provost of his or her recommendation. If the Provost approves, the Dean may authorize the Search Chair to inform the successful candidate of the outcome, but the Dean is the person who makes the offer, including any negotiation. The official appointment letter is the only authoritative source of the terms and conditions of employment unless an alternative agreement is reached between the candidate and the Dean, with the Provost’s approval. The bottom line salary is set by Jill: last year it was $81-82,000.

Timelines
Department timelines are usually organized around the timing of the professional meetings where semi-finalist interviews are held, if departments traditionally interview there rather than doing telephone or Skype interviews. It is very important that there is consistency in the semi-finalist interviews as to format and questions asked. Departments and programs should be aware that although it might be a convention to conduct interviews at professional meetings, this practice favors those with the means to travel to and pay for food and lodging as such meetings. The most significant deadline involves being able to get any new courses the professor is teaching on the books in time to have good enrollments.