



TITLE: Tenure-Track/Tenured Faculty Search

Purpose: To assure that the College adheres to University hiring guidelines (<http://www.montana.edu/hraa/handbook/Recruitment%20&%20Hiring%20Handbook.pdf>) and applicants for tenure-track faculty positions are treated fairly and that the most qualified applicant is selected to join the College of Nursing faculty.

Procedure:

1. Receive charges and tenure-track faculty vacancies from the Dean.
2. Application timeline will be open ended and applications will be accepted year round.
 - a. Ads to be placed in electronic and print media outlets and professional journals as needed.
 - b. Faculty recruitment materials will be available for faculty to take to professional meetings.
3. Formation of the Search Committee:
 - a. At least one-half of the committee will hold earned doctorates. Four of the members are to be elected (one from each campus) by the faculty. The fifth member is the Dean's Program Assistant, who also provides administrative support to the committee. It is recommended, but not required, that two members be tenured.
 - b. The Chairperson will be elected annually from the committee.
 - c. If the workload of the committee is such that more than five members are needed, the Dean may appoint additional members. This decision is to be made in consultation with the chair at the beginning of each academic year.
 - d. Terms of office for elected and appointed members will be for two years and will be staggered. Appointments for additional workload are for a one year term.
4. Search Committee Annual Process:
 - a. The Search Committee will hold its first meeting in conjunction with the fall all-faculty meeting at which time a chair will be elected.
 - b. The Search Committee will meet as frequently as is needed to accomplish its charges and goals.
 - c. At the last meeting of the academic year, held in early May, the committee will:
 - i. Verify open faculty positions.
 - ii. Review and affirm the vacancy announcement.
 - iii. Review and affirm the location of advertisements.
 - iv. Review and affirm the response letter to go out in response to applicants whose materials are received from May through August.
 - v. Identify meeting schedule for fall term.
5. Screening Process:

- a. Two committee members appointed by the committee chairperson will screen applications for the required qualifications using the screening criteria form.
 - b. Applicants that meet all of the required qualifications will be screened and ranked by the entire committee membership on preferred qualifications using the screening criteria form.
 - c. Two committee members will conduct a phone (screening) interview of the applicant and applicant's references. They will then present the application to the committee membership for further discussion with a recommendation to remain/not remain in the search pool.
 - d. Search Committee members will review data from interviews and recommend candidates for an on-campus interview.
 - e. The Search Committee chair will recommend candidates for on-campus interviews to the Dean of the College.
6. Campus Visits:
- a. Formal interviews with each applicant will be held with the following:
 - i. Dean
 - ii. Associate Dean for Research and Graduate Education
 - iii. Search Committee members (at least one undergraduate and one graduate student will be invited to join the Search Committee for the on-campus interview).
 - iv. Campus Director(s) of the campus or campuses where the candidate is interviewing.
 - v. Local faculty on campus or campuses where the candidate is interviewing.
 - vi. Additional meetings with each applicant will be scheduled as needed.
 - vii. Formal, public presentation to all College of Nursing campuses via video/teleconference.
7. Recommendations regarding hiring will be forwarded to the Dean following the interview process.

Revised by:

Director of Administration & Finance (1/8/13)