

## **OREGON INSTITUTE OF TECHNOLOGY**

### **Employment of Full-time Instructional Faculty OIT-20-010**

---

It is the policy of OIT to recruit and hire fully qualified instructional faculty to fill teaching positions. Authorization to employ a new faculty member must be given by the President to the Provost/Vice President for Academic Affairs. Upon approval, the Dean will notify the appropriate Department Chair to appoint a search committee.

Search committees for hiring new faculty members will be appointed by the appropriate Department Chair, Dean, Vice President, or President. Normally, search committees will consist of three to five faculty members, including the chair of the search committee. Membership will include one minority or female faculty member. If the department or unit is without such faculty, a minority or female faculty member from a related discipline or department will be invited to serve on the committee. The Human Resources/Affirmative Action Director will appoint an Affirmative Action/Equal Opportunity representative and will assist in developing committee composition as requested. The Affirmative Action Officer is available to consult with and/or advise search committees at any point in the selection process.

The search committee will prepare a recommended job description and list of qualifications sought. These include academic background, teaching and industrial experience required, description of special competencies, academic rank, tenure status, minimum starting salary, starting date, type of appointment and application deadline date. The advertising copy and job description will be sent to the Dean along with a recommended list of agencies and publications in which the notice is to be placed. The Dean submits the recommended copy, which must include the minimum salary and tenure status for the position to the Office of Human Resources for affirmative action review and to begin the recruitment process.

The search will proceed in keeping with the current OIT Search Procedure which will be provided to all search committee members. The form of non-selection will be provided to the search committee chairperson by the Affirmative Action Officer. Data concerning the race and sex of applicants will be maintained by the Affirmative Action Officer and will be provided to the search committee as available. While information on the sex or race of an individual candidate is often self-evident, racial information, in particular, is usually known only when volunteered by the candidate.

All letters of application are to be received in the Office of Human Resources. A log of applicants will be maintained and the completed applications made available to the Dean and to the appropriate search committee. Candidates identified as minority or male/female (protected class) candidates for positions where members of that sex are under-utilized, must be given full consideration by search committees. While applicants with inferior job qualifications should never be selected to satisfy affirmative action goals, protected class applicants who meet all job qualifications must be carefully considered and credit must be given for that protected class status. Should questions arise concerning the non-selection of protected class candidates, additional justification may be required. The Human Resources Office will provide assistance in the development of interview and reference checking questions and will secure consents for reference checks from those candidates identified by the search committee.

When the search committee has selected finalists (normally no more than three) the committee chair notifies the department chair and the Office of Human Resources. The search committee chair sends the search committee recommendations to the Department Chair in writing. The Department Chair forwards

**Employment of Full-time Instructional Faculty**

**OIT-20-010**

**Page 2**

---

the search committee recommendations to the appropriate School Dean with his/her comments. The School Dean then reviews the recommendation. The Department Chair should be prepared to make recommendations as to any special terms of appointment. The Dean's Office will then seek authorization for funds for an on-campus interview with one or more of the recommended applicants.

The Search Committee Chair will contact the applicant to schedule an on-campus interview. It is the responsibility of the search committee to establish a schedule of interviews and classroom visitations where possible. The Department Chair, Dean, Provost, and President shall be included in the interview schedule. The chair of the search committee shall confer with the Department Chair and Dean to recommend academic rank and salary.

Student input is expected to be part of the search process whenever possible, either through membership on the search committee, or as input resulting from candidate class presentations, select group meetings, or other means.

It is the responsibility of the President or his/her designated representative to make an offer to the applicant. It is to be noted that the members of the search committee or the Department Chair are not authorized to commit state funds for interview expenses or to make a job offer to the applicant being interviewed. Applicants who are offered positions and applicants who have accepted employment will be informed of the factors used in determining salary levels that are higher than the minimum. A statement of the above factors will be included as part of an employment offer and as part of a new employee personnel file.

When a finalist is selected and has accepted the position, the form of non-selection and all applications in the hands of the search committee are to be sent to the Office of Human Resources. A letter is prepared under the Dean's signature telling the unsuccessful applicants that they were not selected.

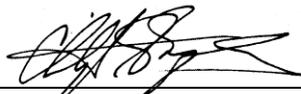
All search documentation will be forwarded to the Human Resources Office at the close of the search, including search committee member notes and affirmative action records.

Recommended by:

Faculty Senate – 06/03/14

President's Council – 06/10/14

Approved: \_\_\_\_\_

  
Christopher G. Maples, President

Date: \_\_\_\_\_

August 1, 2014