

Section: Faculty Policies

Policy Number: 703.1

Subject: Faculty Position Openings Policy

Effective Date: December 4, 2018

## Faculty Position Openings

### Rationale:

To avoid future conflicts over how faculty openings are filled, the department should have a policy, agreed to by the faculty, before additional position openings occur.

### Policy:

Decisions about how position openings are filled will not be made based on a popular vote across the department. Instead, they will be made by the department chair, in consultation with the Dean of the College, who should be guided by the following principles:

- If a faculty member in a specific program leaves or retires, the department chair will request the program document that they (a) maintain a substantive role in the mission of the department, college, and university, and (b) have a compelling vision for the program into which the new faculty member will be recruited. If the chair deems that the program has not adequately made their case, he/she will invite all other programs in the department to write a proposal documenting their need and vision.
- If the opening is in an accredited program, the position will remain with that program unless (a) the faculty member is not needed to maintain accreditation, or (b) circumstances are such that the program is no longer viable (e.g., a majority of the core faculty have left the program or university).
- If the vacating faculty member was a core faculty member for multiple programs, this will be addressed on a case by case basis with the department head balancing the needs of each program.
- New positions awarded to the department will be handled in a similar manner.
  - If the new position is not tied to any area, each program may submit a proposal demonstrating their need for the position and vision for how the new faculty member will strengthen the program.
  - If the new position is affiliated with an initiative at the college or university level, the position will go to the program that most closely matches the aims of the initiative and gives the department the best chance of securing the position.
- Minimum/preferred qualifications for job postings will be based on the program's vision and accreditation needs; they will not be based on courses that need to be taught. The goal is to hire the best applicant rather than the applicant who most closely resembles the vacating faculty member.

If the vacating faculty member is on a teaching role statement:

- If this is for a campus with its own budgetary sources, the position would remain at that campus and the courses that need to be taught would play a prominent role in the job description.
- If the position will fill an opening in a vibrant, healthy area, then the position will be filled with a replacement in that area. If the case for a replacement is not clear cut, the chair will form a subcommittee to study the current and potential status of the area. The subcommittee would make a recommendation to either recruit a replacement or allocate the position to another (unspecified) program. The department chair, in consultation with the college dean, would make the final decision.