



COST Faculty Interview Process

The process outlined below has been developed to maximize the success of faculty searches while following all Employee Services guidelines. In addition, every effort should be made to ensure candidates from diverse backgrounds are entering the applicant pool and given full consideration for the position. Our goal is to hire high quality faculty to ensure we are providing our students with the best educational experiences.

This document should be utilized for all permanent faculty searches – instructors and tenure track positions. The interview process for visiting positions and adjuncts will likely follow a different process and may not involve a committee. Involvement of faculty from the department in those interviews is still highly recommended.

Search Committee

The Department Head will assemble a search committee composed of a broad, diverse representation from the department. As needed and appropriate, representation from other academic programs and departments should be considered to ensure appropriate disciplinary expertise and diverse committee representation. The department head may serve as the search committee chair or a faculty member may be selected as the search committee chair.

If internal applicants are expected in the applicant pool, the search committee must include a member from outside of the department.

Advertising the Vacancy

To improve the quality of the applicant pool, faculty vacancies should utilize an active recruiting strategy as well as traditional passive methods (placing on job posting sites (*i.e.* higherejobs.com)). Examples of active recruiting strategies including sending the advertisement to graduate programs in the discipline (department heads/chairs, graduate program coordinators, etc) and reaching out to faculty network in the discipline.

Review of Applicants

All members of the search committee will have access to the applicant materials and will participate in development of the hiring matrix evaluation spreadsheet. The spreadsheet will be used as part of the evaluation of the applicant materials and provided to the search committee chair after completion of the search. The spreadsheet is provided to Employee Services as part of the search record. The search committee and department head will participate in the needed discussions to identify candidates suitable for each phase of the interview process – phone interviews, onsite interviews, and reference checks.

Phone Interview Phase

Each applicant selected for the phone interview phase MUST be asked the same standard list of question. The search committee and chair should develop a list of 8-10 written questions that have been tailored to the specific position. Committee members should take notes from the phone interview with each candidate. These notes must be provided to the search committee chair and provided to Employee Services as part of the search record. At this phase, it is customary to interview 6-10 candidates.

Onsite Interview Phase

The onsite interview should consist of a series of interviews with the department faculty, search committee, department head, college dean, and a representative from academic affairs. In addition, candidates should be asked to provide a presentation on either their research or a topic from an appropriate course. Candidates for instructor positions should be asked to provide a teaching talk, while tenure track positions general give a research presentation (or both). Inclusion of students in the presentations and onsite interviews is strongly encouraged as well as an avenue to receive strengths and weaknesses of the candidate from the students.

At this phase, it is customary to invite two candidates for onsite interviews, but deep and well qualified applicant pools might result in three candidates being selected.

Reference Checks

A minimum of three references should be contacted for any candidate prior to receiving an offer. The department head and search committee chair can determine the most appropriate time to conduct the reference checks. A standard set of questions should be developed to ask each of the contacted references.

Search Committee Chair Responsibilities

- Receive training from Employee Services on leading a faculty search.
- Collect all required documentation for the search and submitting to Employee Services.
- Lead the phone interviews sessions and host during the onsite interviews.
- Ensure search is conducted in manner that is fair and equitable to all applicants.