

Hiring Checklist

Checklist for Faculty Hiring

*** For Tenure-Track searches the Provost interviews all candidates; an Associate Provost will attend the class presentations.**

*** For Visiting searches an Associate Provost interviews all candidates and attends the class presentations.**

After the Provost has authorized a search, the Search Chair or Administrative Assistant must begin the posting process in PageUp.

1. In the PageUp system, you will enter the search posting, a diversity and advertising plan, along with a list of search committee members. Once the information is entered, it will be approved by Ted Mason, Associate Provost for Diversity, Equity, and Inclusion (equal opportunity officer), and the Provost (Tenure-Track positions) or Associate Provost (visiting positions) before the position is posted on the College's employment website and before placement of the ads with any source outside the College. See Guidelines for Faculty Recruiting expenses for protocols regarding advertising of positions.
2. A complete search dossier must contain at least: a letter of application; *curriculum vitae*; three letters of reference, and unofficial transcript. Thus, all faculty position postings must require these materials. Supplemental materials (e.g. statements of teaching philosophy, portfolios, etc.) may be requested of applicants in addition to the items stated.
3. Preliminary interviews are required for all searches prior to the selection of candidates for on-campus visits. Search chair or administrative assistant should bulk move the "Top 25 Pool" into the application status of Top 10. Arrangements should be made to schedule screening interviews at a professional meeting, by video interviews; Google Meet (<http://meet.google.com>) or Skype. Move the applicants that are interviewed, interviews at conference or by phone.
4. After screening interviews, the search chair or administrative assistant should bulk move the top ten candidates from the "Top 25 Pool" into the application status of "top 10 EEO review." Ted Mason will then review online dossiers of the top ten candidates as well as others. Allow at least three (3) business days for review; the Provost or the Associate Provost must give approval to invite candidates to campus before any visits are scheduled and arrangements made.
5. Arrange for meals, lodging, travel to and from Gambier, and itinerary, etc. and hosting candidates while they are on-campus. (Expenses will be reimbursed, upon approval from the Provost)

* When making housing arrangements for out of town candidates during the interview process, the Kenyon Inn should be your first choice in finding housing accommodations since it is a College-owned hotel.

* Priceline, Cheap Flights online or AAA Travel.

* Please make sure itineraries are written with the candidate in mind. Please provide them with as much information and detail as possible, such as: full names, titles, locations, etc. Also, be sure the information is well-organized so that it is easy to follow. See sample itineraries attached and at: <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/faculty-resources-information/hiring/>

6. Schedule top three candidates visits to campus including:

- A. 45 minute interviews with the Provost (Tenure-Track) or 30 minute interview with Associate Provost (Visiting), contact Amy Quinlivan schedule interviews.
 - B. Class session, all candidates for faculty positions must teach a class, contact Amy Quinlivan to arrange attendance by Associate Provost.
 - C. Presentation on scholarly/research/artistic work or interests (not attended by Associate Provost)
 - D. Interviews with members of the department conducting the search and search committee members from outside the department.
 - E. Informal interview and/or mealtime meeting (e.g. lunch) with representative group of students, these meals should be in Peirce not at the Village Inn or other restaurants.
 - F. Campus tours are encouraged. Tours should be conducted by a faculty member.
 - G. Meeting with other faculty/community members that might include: members of cognate departments; women faculty members for female candidates; underrepresented faculty for underrepresented candidates; or any other groups that the candidate may requests. An inquiry should be made at the time of making the invitation if there are any representatives from the campus community at large that the candidate would like to meet.
7. Send the candidates' itineraries to both Jalene Fox and Amy Quinlivan **at least 3 days** prior to visit via email and please attach the candidates CV & cover letter.
 8. Professional presentations should be announced via email to all faculty, students and the College at large.
 9. Provide College campus maps for candidates.
 10. Search Committee Chair confers with the Provost (tenure track search) or Associate Provost (visiting search) **prior to** search committee's final deliberation meeting to select the person to be recommended for hire. Schedule meeting so as to allow sufficient time after the last campus visit for discussion to occur; neither the Provost nor the Associate Provost is likely to be available on short notice.
 11. Search committee meets to deliberate. Chair brings copy of job posting to meeting and reminds committee of the stated qualifications as well as any agreements reached as to weighting of preferred qualifications (e.g. "Ph.D preferred," value assigned to "degree in hand" vs "ABD;" "experience in ___ especially attractive," etc.). Chair is to record any such weighting employed in assessing candidates as well as the reasons for ranking the candidates who were interviewed on campus.
 12. After the committee has considered all of the advice it has received the search committee chair notifies the Provost or Associate Provost of the committee's ranking of the top 3 with a recommendation of hire. The Provost or the Associate Provost will discuss with search chair the recommended candidates and authorize a hire. At this point the administrative assistant or search chair will move the candidate in PageUp to the application status of "recommend for hire". This will trigger the offer process.