

Faculty Hiring Policy

Approved by Academic Senate

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I. General Standards and Procedures:

A. Full-Time Faculty:

All new full-time faculty hires will be made at the rank of **Lecturer** according to the hiring procedures stated below. At the time of appointment, candidates must possess an earned doctoral degree or the accepted equivalent terminal degree in the field in which they will be teaching. Candidates with the minimal educational qualifications outlined above, at least five years of full-time college-level teaching experience, and with significant scholarly achievement may be considered for appointment at the higher rank of **Senior Lecturer**. All full-time faculty hires will be hired on renewable annual contracts for a 10 month period.

B. Part-Time Faculty:

Part-time faculty will be appointed at the rank of **Adjunct Lecturer**. At the time of appointment, candidates must possess an earned doctoral degree or the accepted equivalent terminal degree in the field in which they will be teaching. Candidates with at least four years of college-level teaching experience and with significant scholarly or professional achievement may be considered for appointment at a higher rank. Candidates not possessing the appropriate terminal qualifications will be hired at the rank of **Adjunct Instructor**.

C. Transparency:

All faculty positions at RIT/A.U.K will be filled following a published search at the discretion of the Academic Director. Searches will be advertised in the Chronicle of Higher Education and in selected professional journals or other local and/or regional publications as deemed appropriate by the Director of Academic Affairs.

D. Application Requirements:

All candidates will be required to submit their 1) CV with references, 2) a statement of their teaching philosophy, 3) a statement of research, and 4) a sample syllabus as part of their application. Applications that are incomplete will not be considered.

II. Hiring Procedures:

A. Requests and Approvals for New Hires:

Requests for permission to make new appointments to the faculty will be submitted to the Director of Academic Affairs for approval. Such requests will be made by the unit in written format and will offer a rationale for the new hire as well as the course load this new hire would be expected to teach.

Upon receiving approval, the Director of Academic Affairs, the Unit Head, and the Head of Human Resources will prepare an ad for the position using a standardized format. This ad will then be submitted to RIT and the Head of Human Resources for placement on the RIT/A.U.K website and in selected print venues.

B. Search Committee:

A search committee consisting of the Director of Academic Affairs, the Unit Head, and three members of the full-time faculty of the unit will review all applications for full-time faculty positions. If a department does not have three full-time members in addition to the chair, the Director of Academic Affairs may appoint full-time colleagues from related units to serve on the search committee.

C. Conflicts of Interest:

If a member or members of the search committee are deemed to have conflicts of interest involving family members or personal and/or family friends who are applicants, the member or members with the conflict of interest are required to report the conflict of interest in writing to the Director of Academic Affairs who will then find a suitable replacement for them on the search committee. Undisclosed conflicts of interest may result in disciplinary action for the offending committee member. This is in compliance with the policy on nepotism.

D. Search Committee Procedures:

The search committee will submit a written list of questions to the Director of Academic Affairs prior to the interviews.

The search committee will review the applications of all candidates and submit to the Director of Academic Affairs the names of at least three finalists, a ranking of the finalists and written rationale for the ranking.

E. Institutional Oversight:

The Director of Academic Affairs will interview all three finalists and will be responsible for making the final appointment. Negotiations for salary and terms of appointment will be the responsibility of the Director of Academic Affairs in conjunction with the Director of CMS-RIT and/or the President of RIT/A.U.K. The final decision for all faculty hires resides with the President, through his designee, the Director of Academic Affairs.

All new full-time faculty hires for positions at RIT/A.U.K are required to present a public lecture to the RIT/A.U.K faculty and students within the first two weeks of the beginning term of the contract.