

Supplemental Information for Search Committees

Membership on the search committee

The department may decide how it will organize its search committee, i.e., a committee of the whole, a subgroup of the department, tenured/untentured/ visiting/continuing, etc. Once this decision is made, the department members will select the chair. The search committee will operate as a subcommittee of the department, providing information and updates to the department as needed or requested.

The Department must inform the Dean regarding its selection of one additional member for the search committee from within the School of the department and one additional member from outside the School. For Library Faculty Search, consult Faculty Handbook for Search Committee composition.

One tenured member of the department undertaking the search must be designated, and agree to act as, diversity liaison.

Oversight of the Process

The Dean and Department Head are responsible for assuring that the search process is conducted in a fair and orderly fashion. If the search committee is having problems fulfilling these obligations, it will meet with the VPAA immediately. It is also part of the role of the Dean to continuously ensure that diversity candidates are given full consideration.

It is the responsibility of the diversity liaison, in addition to completing an Applicant Flow report, to maintain contact with Human Resources and the Equal Opportunity and Employee Relations Specialist, as well as to attend the meeting scheduled by the VPAA to review the legal requirements and prohibitions regarding hiring practices, discrimination, permissible interviewing questions and procedures, etc.

Advertising

All advertisements for positions (print or electronic form) must be submitted by the Department Head to the Dean who will submit them to the VPAA's Office for review. The advertisement outlets to be used must be identified and justified. The VPAA will work with the Human Resources Office on the final copy of the advertisement. If either the Dean, HR or the VPAA makes any changes, the copy will be returned to the department for their approval.

Academic Credentials

The minimum qualifications for a faculty position will normally be an earned/awarded Ph.D. A status of ABD will be considered only if there is an assurance that all requirements for completion of the degree will be met by the end of the candidate's first semester at Siena. The Dean will confirm this status before the applicant is interviewed on campus. Positions will be "entry level." Previous full-time teaching, research, or professional experience will not be required but may be indicated as "preferred." Departments should be prepared to evaluate and develop new faculty. This approach should give departments a "diversity" of experience levels and backgrounds, and serve to bring new ideas and fresh outlooks to departments, School, and the College.

Compensation

Siena College attempts to offer competitive entry-level salaries. The VPAA is prepared to contact any or all applicants to discuss salary requirements and the salary to be offered by the College. It is college policy that salary information will be provided by the VPAA so that there are no misunderstandings, ambiguities, or loss of confidentiality.

Special Circumstances

Under extenuating circumstances, it would be acceptable if, upon the search committee's recommendation, a Dean requested permission of the VPAA to make an offer prior to scheduling all three interviews. (This situation might be recommended if there is concern about losing an excellent candidate. However, this action might cause delays if the candidate does not accept the position).