

BRYN MAWR

COLLEGE

Instructions for Interim Faculty Searches

The term "interim faculty members" covers those positions often referred to as "temporary," or "adjunct," or "visiting." It covers all faculty who are not in tenured, tenure-track or in continuing non-tenure-track positions.

Requesting an Interim Position

Department chairs are expected to request approval for interim slots during the annual department staffing and curriculum meeting with the Provost which takes place in the fall of the year preceding the academic year in which the interim appointments are being requested. Once the Provost has reviewed the staffing and curriculum plans and the departmental budget requests, the Provost will notify each chair of the position(s) which have been funded. Unlike searches for tenure-track and continuing non-tenure-track positions, neither the Committee on Appointments nor the faculty diversity liaison need be involved. Chairs may contact the latter for advice on best practices.

Advertising Procedures

After receiving authorization from the Provost for an interim appointment the department will submit a draft ad for review to the Associate Provost for Administration. Advertisements should contain the name of the department, field, number of courses, special qualifications/criteria (e.g., Ph.D. in hand, prior teaching experience), materials to be submitted (e.g., cover letter and curriculum vitae are standard). In consultation with the Provost, the Associate Provost for Administration and the Faculty Appointments Coordinator will review and approve a final version of the ad.

The Provost's Office will place the finalized ad on the Provost Office web page, and advertise the position in HigherEdJobs.com, and Higher Education Recruitment Consortium (HERC). Special attention should be given to advertising in publications reaching minority candidates. However, it is important not to rely on advertisements alone in recruiting candidates. The department chair should use their respective professional networks to seek out strong candidates and contact graduate departments noted for training scholars in the field. Such personal contacts are particularly important in recruiting minority candidates.

Reviewing and Responding to Applications

The department chair is responsible for overseeing the applications in *Interfolio Faculty Search* and organizing their review by colleagues. Applicants should be kept informed about the status of their candidacy as the search proceeds.

Campus Visits

Campus visits are required for candidates for positions involving more than three courses. They are not required for less than three courses. The general practice is to invite two or three candidates to campus for interviews.

While on the campus visit the candidate should meet all members of the department or program. Candidates for full-time positions should also meet the Associate Provost for Administration and the

appropriate Dean. Candidates for positions in Arts and Sciences departments with graduate programs also meet with the Graduate Dean. Copies of the candidate's application materials and a schedule of the candidate's visit should be provided to these administrators prior to the campus visit.

Chairs should be sure that candidates have clear and complete information in advance about what is expected of them and whom they will meet during the campus visit. If a lecture is scheduled, chairs are advised to invite colleagues from other departments to hear the lecture and meet the candidate; to make posters and to use the Campus Events Calendar.

Campus Visit Costs

The Faculty Search budget has modest amounts available for interim searches. The Faculty Search budget will not cover the cost of office supplies, stationery, postage, and duplication costs; these should be borne by the department. For one-year positions, full and particularly part-time, should ideally be confined to the region. Interim faculty search expenses should be billed to 1-*****-department code-01117.

For campus visits, the College will reimburse for reasonable entertainment costs and not more than \$300 per candidate visit. That \$300 includes the candidate's lodging and meals, and any meals and snacks involving members of the search committee, department, and students. To keep costs under control, lunch meetings with candidates should take place on campus and involve small groups. Students may take the candidate to one of the dining halls. Meal tickets for dining with students may be obtained from the Provost's Office (care of Linda Butler Livesay). Dinners in restaurants with candidates should be limited to small groups and to \$30-\$40 per person. If chairs have any questions about policies regarding on-campus visits, about the payments of bills, and the reimbursement of expenses, they should contact the Faculty Appointments Coordinator.

Request to Extend an Offer of Appointment

When the chair is ready to recommend that a specific individual be appointed or reappointed to fill the approved slot, the chair should make that recommendation in writing to the Associate Provost for Administration. The recommendation should state clearly and/or include:

- Name of the individual
- Curriculum vitae
- Reason for hiring (e.g. leave replacement for *name*, or, course replacement for *name*)
- Names/numbers of courses to be offered, and the semester(s) in which the course(s) will be offered.

The chair is responsible for seeing that new courses proposed by interim faculty members are taken to the Curriculum Committee in a timely manner for review and approval.

Before requesting the reappointment of an interim faculty member, the chair should review that individual's teaching evaluations.

Offer and Appointment Letters

The Associate Provost for Administration will send an offer letter to the potential interim faculty member, spelling out the terms of the appointment and deadline for the individual endorse a copy of the letter and return it to the Provost's Office to signify acceptance of the offer.