

IV.3 PROCEDURES FOR INITIAL APPOINTMENT OF FACULTY

Once a faculty position has been approved for hire by the dean and the provost, and a salary range for that position has been authorized, the department chair appoints a search committee and a committee chair from the ordinary faculty. To the extent possible, the members of the search committee should be tenured faculty. The chair of the committee must be a tenured faculty member. Each search committee must meet with a representative from Human Resources at the beginning of the search for a brief discussion of what constitutes a legal interview question. The search committee will prepare the advertisement and will work with the departmental administrative assistant to post the advertisement appropriately. Search committee members must maintain conditions of confidentiality. The name, background, personality and character of any candidate and the proceedings of the committee shall be maintained in strictest confidence by all members of the committee and administrative personnel who have access to this information. This principle does not include efforts to obtain outside appraisals in compliance with Loyola standards and the wishes of the candidates.

The purpose of the committee, once the job description has been posted and applicant dossiers have been received in the department, is to identify the strongest candidates for the position and arrange interviews at national meetings, on-campus, or, as needed, interviews by phone or by Skype. Finalists for the position may be asked to give a research and/or a teaching presentation. Finalists also meet with the ordinary faculty in the department, the dean and provost and other selected administrators as appropriate who will provide feedback to the committee. The dean and the provost retain the authority to accept or reject the final recommendation of the department.

The search committee chair or the departmental chair will contact the candidate who has been selected to offer the position and the terms of the position. The exact salary offer must be negotiated with the dean prior to the verbal offer. Any negotiations with regard to the terms of the offer or the salary level must be done in consultation with the dean. As needed the dean will negotiate directly with the candidate until the offer is signed. The formal offer letter comes from the Office of the Dean. Any faculty hired into the tenured ranks must obtain approval of the tenured faculty of the department, the College Rank and Tenure Committee, and the dean.