

Policy and Procedure Arizona State University		Number SWK 507
Manual Social Work	Section Personnel	Page 1 of 4
Subject Hiring of Faculty	Effective 8/20/90	Revised 12/03/99

PURPOSE: To define policy and procedures for hiring of all full time personnel who will serve in any faculty or teaching capacity.

POLICY: Hiring of Social Work Faculty

- A. The hiring process is defined as beginning at the point of identifying the need for additional faculty and ending at the point of offer and acceptance of a position.
- B. While it is recognized that there are administrative prerogatives in the hiring process, the following steps are recommended by the Faculty Council as procedures designed to insure that the needs of the School as perceived by faculty will be incorporated into the hiring process.
- C. The following steps will be followed:
 1. Faculty needs shall be defined yearly, by March 30 of each Spring semester, by the program committees (BSW, DP, PAC, Ph.D.) in writing.
 2. Program coordinators meet and rank order priorities no later than April 15 of each year. A copy of their written recommendations to the Director shall be disseminated to all faculty members prior to the April faculty meeting. This is for information only.
 3. The Director may modify priorities.
 4. The Director requests positions through university channels.
 5. If a position is granted, then the search begins. If there is no formal approval, no search is initiated. If approval is delayed past January 15, consideration should be given to securing the position through the following fiscal year and extending the search into the Fall semester.

Policy and Procedure Arizona State University		Number SWK 507
Manual Social Work	Section Personnel	Page 2 of 4
Subject Hiring of Faculty		Effective 8/20/90 Revised 12/03/99

6. Search Committee
 - a. A Search Committee comprised of no more than six members shall be constituted jointly by the Director and the Faculty Council.
 - b. Upon notification of authorization from the College to recruit, the Faculty Council shall submit to the Director a list of three elected representatives to the Committee. All elected representatives must be full-time, tenure-line faculty members. In addition, the Faculty Council may select additional nominees to be recommended to the Director for appointment to the Committee. The three elected representatives may be selected in the annual Spring elections, but will only serve if the School receives authorization to recruit.
 - c. No more than one of the nominees shall be persons other than full-time, tenure-line faculty members.
 - d. Each Search Committee must also include an EO/AA trained affirmative action representative.
 - e. The Director will notify the Faculty Council of the membership of the Committee no later than 30 days after receiving the list of nominees.
 - f. The committee will then elect a member to serve as chair.

7. Responsibilities of the Search Committee include:
 - a. assuring compliance with University policy in the search process (ACD 505-04)
 - b. advertising and recruiting;
 - c. sending letters of response to applicants;
 - d. screening applicants;
 - e. preparing for campus visits;

Policy and Procedure Arizona State University		Number SWK 507
Manual Social Work	Section Personnel	Page 3 of 4
Subject Hiring of Faculty	Effective 8/20/90	Revised 12/03/99

- f. hosting campus visits;
 - g. setting up agendas and meetings for on-campus visits;
 - h. data collection from appropriate sources for evaluation purposes;
 - i. other search-related responsibilities.
8. The Chair of the Search Committee shall establish a timeline for all activities requiring faculty involvement and present monthly progress reports to the Faculty Council on the status of the search process.
 9. Complete files on each applicant shall be retained in the Director's office if any faculty member wishes to have more information about an applicant.
 10. The Search Committee shall screen applicants down to a list of candidates it recommends be brought to campus for on site interviews. This short list shall be announced to faculty at the earliest possible time.
 11. The Director will issue invitations to candidates for campus visits with input from the Search Committee.
 12. After the campus visit of each candidate the Search Committee shall solicit evaluative feedback from faculty, staff, students and others as appropriate for each candidate brought to campus for interviews.
 13. The Search Committee shall compile feedback on each visiting candidate, identifying strengths and weaknesses of each candidate as perceived by the Committee, faculty, staff, students and other constituents of the School of Social Work.

A meeting for faculty shall then be held to present the feedback following each candidate's visit.

The report may be revised based on evaluative feedback of the faculty and then forwarded to the Director.

Policy and Procedure Arizona State University		Number SWK 507
Manual Social Work	Section Personnel	Page 4 of 4
Subject Hiring of Faculty	Effective 8/20/90	Revised 12/03/99

The Search Committee will forward to the Director, School of Social Work, a list of candidates it recommends be extended an invitation to join the faculty, School of Social Work.

14. The Director shall consider the report of the Search Committee and recommend action to the Dean. Upon approval from the Dean, the Director shall initiate the hiring process and provide a monthly progress report to the Faculty Council on the status of hiring for each position for which a search has been conducted. These monthly reports shall continue until a person has been hired or the hiring process has been otherwise terminated.