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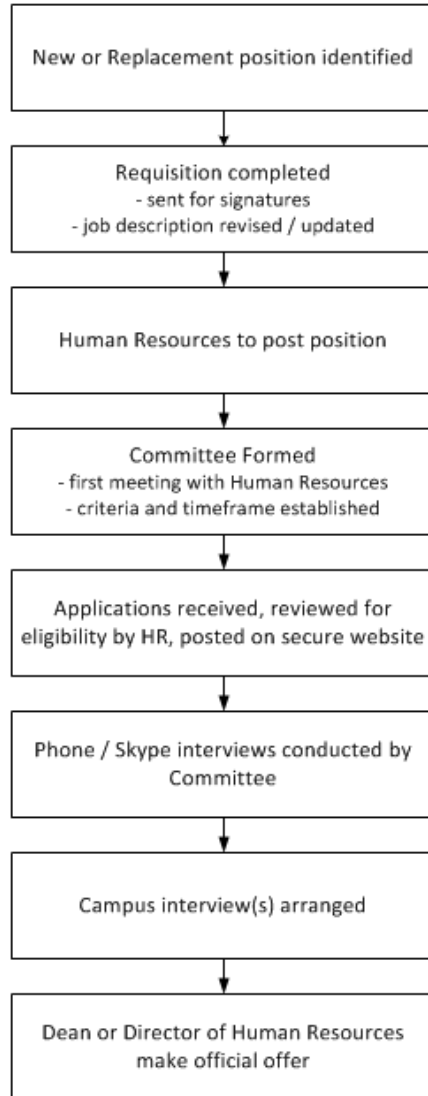
Recruiting Process for Rindge & CGPS Faculty Searches

Franklin Pierce University

Human Resources

These instructions are intended for use by interview committees tasked with conducting searches for faculty at Rindge or for the College of Graduate and Professional Studies. Any modification should be shared with Human Resources.

When a new position is identified or a faculty member separates from the institution, the following process will be undertaken to hire a new faculty member.



Requisition for New Faculty Member

- The Division Chair/Academic (Program) Director will work with the Dean to review the current academic need and will decide on the best position to recruit for.
- The Division Chair/Academic (Program) Director will complete the Requisition for Faculty and forward to the Dean for signature. NB: the requisition form must have all signatures before it will be posted by Human Resources.

- The job description will be reviewed and/or revised by the Division Chair/Academic (Program) Director to ensure that the job description is up-to-date and reflects the nature of the position for recruitment.

Posting the Position

- Human Resources will draft a posting once the signed requisition is received. The draft posting will be sent to the Dean and the Division Chair/Academic (Program) Director for review and final editing.
- Once approved, Human Resources will post the position on the Franklin Pierce website, HigherEdJobs.com and HERCJobs.org. Other locations for posting the position should be discussed with Human Resources and should include any position specific websites, listservs or other professional journals and association websites.

Committee Responsibilities

The Division Chair/Academic (Program) Director, in conjunction with the Dean, will determine committee membership.

The Dean (or designee) will appoint the Committee Chair.

- The first search committee will be a meeting with Human Resources to review the process:
 - Search Committee Members Statement of Ethics
 - Develop the criteria checklist for Human Resources to use in the initial review of applicants
 - Develop the matrix template for application materials evaluation and rating
 - Timeframe for the recruiting process: establish an “apply by” date or “receive by” deadline, list of potential dates for phone/Skype interviews, and potential dates for campus visit.
- The search committee will review all applications to narrow the candidate pool to the initial 6-10 candidates for phone interviews. This list will be send to the Dean who will review and approve this initial candidate pool and then will forward to Human Resources for to contact for initial screening.
- Committee conducts telephone/Skype interviews.
- Committee will recommend the top 2-3 candidates to the Dean as finalists for on-campus interview. The Dean must approve the candidates prior to inviting to campus.

Note: The top candidate should be selected for the first on-campus interview. Further on-campus candidate interviews should be scheduled appropriately.

- Once approved, the Committee Chair will work with Human Resources and the division Administrative Assistant and the Dean’s Administrative Assistant, to arrange the campus interview.

Application Materials

- All applications will be reviewed by Human Resources using the eligibility criteria as determined by the search committee.
 - All applications will be tracked and acknowledgment sent to applicant.
 - Application materials that meet the search committee criteria will be placed on to the secure website for review by the search committee.
 - Any materials received after the deadline will be given consideration in consultation with the Committee Chair.

Campus Interviews

- Human Resources will coordinate travel arrangements, if required, with the candidate. This includes any flights, vehicle rental and accommodation required.
- Schedule of the interview will be coordinated between the Committee Chair, Division Administrative Assistant, Assistant to the Provost and the Assistant to the Dean.

- Lunch arrangements will be coordinated between the Division Administrative Assistant and Human Resources.
- During the candidate's on-site visit, the applicant will be asked to sign an 'Authorization to Check References' form.

Checking References

- Once the search committee has identified the 'candidate of choice', references must be checked. Please note: if the search committee wishes to check references prior to the candidate coming on campus, the 'Authorization to Check References' form must be completed and received by Human Resources.
- The search committee will conduct the reference checks using a set of questions for all referees.
- Responses should be recorded and collated with the application materials (these are part of the recruiting process paperwork).

Making the Offer

- Verbal offer is made by the appropriate Dean (Rindge or CGPS).
- The Dean will complete the 'Authorization to Hire form' and send to Human Resources.
- Human Resources will complete the written offer letter and mail out new hire paperwork and benefit information.

Please note that only the Director of Human Resources, Dean or Provost are authorized to make formal faculty offers. This is to ensure that all verbal offers comply with University Policy and with Federal and State Laws.

Post Search

- Once the offer has been made and accepted, the search committee must forward all application materials printed or copied by the committee, rubrics for initial review, phone interviews and campus interviews including all notes, to the Human Resources. All such materials are part of the search process and are kept on file for three years after the search is closed.

Good Interview Questions for Faculty

- Tell us a little more about your professional experiences, particularly those not mentioned on your resume/application.
- Why are you interested in leaving your current assignment and why do you feel that this assignment would be better for you?
- How does this position fit into your overall career goals?
- How do you define good teaching?
- Describe your teaching style.
- Describe your teaching philosophy.
- What do you think are the most important attributes of a good instructor?
- What do you think are your greatest strengths as an instructor? In which areas do you feel you can use some further development?
- Describe the duties of your current job.
- What do you dislike most about your current job?
- What is your favorite part of your current job and why is it your favorite part?
- Share your ideas about professional development.
- In what professional development activities have you been involved over the past few years?
- What are your current research interests?
- Have you involved your students in your research?
- How do you feel your teaching style can serve our student population?
- How do you engage students, particularly in a course of non-majors?
- How do you adjust your style to the less-motivated or under-prepared student?
- On the basis of the information you have received so far, what do you see as the major challenges of this position and how would you meet them?
- Describe a situation in which you did "all the right things" and were still unsuccessful. What did you learn from the experience?
- Why did you choose this profession/field?
- What new skills have you learned over the past year?
- How would your background and experiences strengthen this academic department?
- Think about an instance when you were given an assignment that you thought you would not be able to complete. How did you accomplish the assignment?
- Have you ever had a great idea but been told that you could not implement it? How did you react?
- What did you do?
- Tell us about your preferred work environment.
- Describe your ideal job.
- Tell us how you would learn your new job in the absence of a formal training program?
- What things have you done on your own initiative to help you prepare for your next job?
- In your opinion, how should the workload of a faculty member be split and into what areas?
- Tell us how you go about organizing your work. Also describe any experience you have had with computers or other tools as they relate to organization.
- What experiences or skills will help you manage projects?
- Can you describe how you go about solving a problem? Please give us some examples.
- What is the biggest conflict you have ever been involved in at work? How did you handle the situation?
- What pedagogical changes do you see on the horizon in your discipline?
- How would you characterize your level of computer literacy? What are some of the programs and applications with which you are familiar?
- Tell us how you would use technology in your day-to-day job.
- What technology applications have you utilized in the classroom?
- How would you go about being an advocate and resource for the use of technology in the teaching and learning process?
- What courses have you created or proposed in the past five years?
- What changes have you brought to the teaching of?
- Think about a co-worker from the present or past whom you admire. Why?
- What are the characteristics that you prize most in an employee? What behaviors or characteristics do you find intolerable?
- Describe the best boss and the worse boss you have ever had.
- What would your co-workers or your supervisor say about you?
- What are one or two of your proudest professional accomplishments?
- Do you have any concerns that would make you have reservations about accepting this position if it is offered to you?
- What do you think most uniquely qualifies you for this position?
- Do you have any additional information that you would like to share?
- Do you have any questions for us?