

KUTZTOWN UNIVERSITY OF PENNSYLVANIA

GUIDELINES: Approval of a Faculty position and/or Appointment of Faculty

A. APPROVAL OF POSITION

1. The Department Chair forwards a written request for a faculty position to his/her Dean. The data presented should include enrollment in all classes of the department for the past four semesters, number of majors and projected majors for the coming year, and other reasons for an increase of faculty. It is the Chair's responsibility to prepare the data required with the assistance of the Dean.
2. A formal request for the faculty position is made to the Dean for his/her review and recommendation. Next, the Provost reviews and recommends to the President. If the proposed position is not approved, a justification should be provided to the Department Chair. After approval for the faculty position has been granted by the President, the appropriate Dean notifies the respective Department Chair.

B. ADVERTISEMENT

1. The Department Search Committee in cooperation with the Department Chair develops the job description and text of the advertisement. This text must also include as job requirements a successful interview and classroom demonstration or its equivalent. Job requirements and qualifications must be valid and related to actual duties of the position. A statement that Kutztown University of Pennsylvania is an Affirmative Action/Equal Opportunity Employer and actively solicits applications from qualified women and minority candidates shall be included in every job description and in every advertisement in which the position is announced as well as in correspondence from the Department of the Search Committee. Each advertisement will include the following preamble:

The University is located between the diverse metropolitan areas of Allentown/Bethlehem and Reading, and within 60 minutes of the Philadelphia metropolitan area. The University is searching for faculty who have had extensive experience with diverse populations

In certain cases an abridged advertisement may be used and in those cases the following preamble will be included:

The University is searching for faculty who have had extensive experience with diverse populations.

The job description and the text of the advertisement are sent to the Dean for approval.

2. The text of the advertisement is placed on the Advertising Requisition Form secured from the Dean. The Department Chair and the Chair of the Search Committee sign the requisition form and the Search Chair takes it to the Dean for approval.
3. Upon approval by the Dean and agreement between the Department and Dean for the location of placement for advertisement, a copy of the completed advertisement form is forwarded by the Dean or Department Chair to the Office of the Provost for placement in appropriate publications, the President, the Provost and Vice President for Academic Affairs, the Office of Social Equity, the Business Office, and the Career Planning and Placement Office.
4. The following information should assist in the proper publication (notice) of the approved advertisement:
 - a. The advertisement must appear twice in the University Brief and be posted on the University's Web site.
 - b. Specific questions regarding retrenches should be addressed to the Office of the Provost and Vice President for Academic Affairs.
 - c. The minimal advertising requirements for temporary positions are to be determined by the Search Committee and the Dean. Placements will depend on the availability of financial resources. Abridged advertising notifications (developed by the Departments) that refer interested parties to the complete advertisement posted on the University's Web site may be used.
 - d. Advertisements for permanent positions are to be placed in the Chronicle of Higher Education or a substitute national publication approved by the Search Committee and the Dean. They may also be placed in a newsletter, a professional publication, and/or a discipline journal depending on the availability of financial resources. Abridged advertising notifications (developed by the departments) that refer interested parties to the complete advertisement posted on the University's Web site may be used.
 - e. Every effort shall be made to advertise with professional associations for minority groups, i.e., racial, ethnic, women, and persons with disabilities.
 - f. A resource list in mailing order form of organizations, institutions, and publications to receive notification of this job opening will be given to the Chair of the Search Committee by the Social Equity Office.
 - g. Every effort shall be made to locate minority professional networks, to the extent possible. The Director of Social Equity, in addition to providing relevant information in the search packet, will assist Departmental Search Committees with discipline specific information, upon request and subject to the availability of human and financial resources.

C. DEPARTMENT SEARCH COMMITTEE: COMPOSITION

1. A Department Search Committee is formed and operates under the Collective Bargaining Agreement, Article 11, Appointment of Faculty. The Department Search Committee should involve at least three regular full-time persons (where department size allows) with some sub-discipline diversity where that is both relevant and practical.
2. The Department Search Committee meets, reviews and selects candidates for review. Specified procedures, as indicated in D, are to be followed throughout the search process.
3. The Department Search Committee Chair should be the recipient of the applications for the position advertised and should handle the clerical details of organizing applications, checking on applicant's material for completeness, arranging committee meetings and candidate interviews, etc.
4. The Department Chair may meet with the Committee at times, should participate in interviewing candidates, and engage in other activities with the Committee. Please note that the Department Chair is not a member of the Committee for purposes of voting on a candidate (Collective Bargaining Agreement Article 11). The Department Chair should be fully informed at every step in the process.

D. PROCEDURES

1. The Office of Social Equity will prepare for distribution packets of information to assist the Search Committee in ensuring that the search process complies with the University's affirmative action plan, Equal Employment Opportunity Commission regulations, and federal and state laws. This packet will include, among other items, a checklist to be completed by the search committee.
2. As applications are received, the names and addresses of the applicants are sent to the Social Equity Office. A pre-employment inquiry will be forwarded from the Social Equity Office. If the search committee Chair will not be opening the mail from the applicants on a regular basis, the Secretary of the Department should be authorized to do so in order to forward names and addresses to the Social Equity Office in a timely manner.
3. The Collective Bargaining Agreement requires that retrenchees have 30 days to apply for a vacancy at any University and an additional 30 days for consideration and that the Search Committee should not review the applications of any other individual for those vacancies until the 60-day application/consideration period for retrenches has expired and/or until they have determined whether or not any retrenched faculty member who has applied is minimally qualified. The 60-day application period begins at the time that notifications are sent to the retrenches.
4. Criteria used for selection/elimination should be specific. A blank copy of the evaluation methodology format (i.e. grid sheet) based upon the specific job requirements will be provided to the Social Equity Office for documentation. The rationale for eliminating a

candidate should be clear and verifiable from the application materials. Separate, designated forms received from the Social Equity Office are to be completed for applicants who are not invited for an interview (green form) and for applicants who are considered for the position (pink form). The final authority judging professional qualifications shall be the interviewing Department. The Social Equity director will review the search process to determine whether it has been conducted in accordance with all applicable state and federal laws and regulations, and with the policies and procedures of Kutztown University and the State System of Higher Education.

5. Before inviting applicants for interviews with the Search Committee, it is necessary for the Social Equity Director, or his/her designee, to review with the Chair of the Search Committee the materials submitted by the applicants and the selection process up to that point in time for compliance with the University's affirmative action plan, Equal Employment Opportunity Commission regulations, and federal and state laws. A copy of core interview questions based upon job requirements will be provided to the Social Equity Office. The Social Equity Office will review the interview questions for appropriateness and compliance with the University's affirmative action plan, Equal Employment Opportunity Commission regulations, and federal and state laws.
6. The completed pink (for candidates considered for the position) and green (applicants not invited for the interview) forms identified above and the Social Equity Check List shall be returned to the Social Equity Office two weeks or sooner after the recommendation for filling the position is made to the Provost and Vice President for Academic Affairs. These forms should be complete in order to document the search properly.
7. Under the Immigration Reform and Control Act of 1986, we may hire only citizens of the United States and aliens lawfully authorized to work in the United States. Persons invited for interview should be advised that they must be able to demonstrate the right to work by bringing to the interview original documents verifying proof of eligibility. The Social Equity Office has the proof of eligibility form. The proof of eligibility form must be completed before any contract for employment will be issued. NOTE: There are strict regulations regarding hiring H-1 Temporary Foreign Nationals. Please consult the Dean of Academic Services for these regulations.
8. Applicants must report to the Department of Human Resources to complete an official Employment Application and Release for Criminal Background Check.

E. FINAL CANDIDATE

1. The candidate(s) (see E. 3) is/are interviewed by the administration (Dean). At least three (3) days before the scheduled interview, copies of the candidate's resume, official transcripts and three (3) letters of recommendation should be provided to the appropriate administrator. (In some cases it is recognized that time might not permit the collection of all data before the interview).

The completed check sheet is used as a cover for all materials sent to the Dean.

The Department Search Committee Chair is responsible for contact with all appropriate offices to establish an interview date and for providing applicant materials to each of the administrators involved in the interview process.

2. Prior to meeting with the Dean, the candidate should present documentation, as described above, in the Office of Social Equity, at which time the Employment Eligibility Verification form will be completed and forwarded to the office of the Provost and Vice President for Academic Affairs. Additional documentation as deemed necessary by the Department Search Committee must be submitted at this time. This is required of all candidate(s), including American citizens.
3. In the event a candidate has traveled a considerable distance to be interviewed by the Department's Search Committee, the administration may interview the candidate if it appears that the candidate might become the final candidate. In such cases, the candidate should be interviewed by the Department's Search Committee before going to the Dean's office. This might necessitate canceling the scheduled interviews with the Dean at the last minute should the candidate not measure up in the department interview.
4. During the candidate's interview with the Dean, it shall be the Dean's responsibility to discuss both salary and benefits with the candidate. After interviews with the Dean and if the candidate is to-be considered for an appointment, the Chair of the candidate's Department and the Dean of the candidate's College may, with notification to the candidate, contact their counterparts at the candidate's institution for further evaluation and recommendation.
5. The final candidate must be recommended by a majority of the regular full-time Department faculty in accordance with the procedures outlined in the Collective Bargaining Agreement. The social equity director will review the search process to determine whether it has been conducted in accordance with all applicable state and federal laws and regulations, and with the policies and procedures of Kutztown University and the State System of Higher Education.

Please note: because of the requirement for a successful interview and classroom demonstration or its equivalent, there is no final candidate(s) until interviews are completed. After review by the Department Chairperson and verification from the OSE of Veterans' Preference Act clearance, the name of a candidate(s) recommended by the majority of regular full-time Department faculty, irrespective of the recommendation of the Department Chairperson, shall be submitted to the Provost and Vice President for Academic Affairs together with the recommendation(s) of the Department Chairperson. If the President agrees with the recommendation, he/she shall make the appointment of the candidate to such rank and at such salary, as he/she shall deem appropriate. Prior to the appointment of the recommended candidate by the President, the Search Chair and/or designee will be invited by the Dean to the Dean's office in order to apprise the candidate of the Department's recommendation.

6. The Dean must notify the Provost and Vice President for Academic Affairs immediately of results of contacts. If favorable recommendations are received and a decision is reached to appoint the candidate, a letter of appointment is sent to the candidate by the President of the University.

F. SEARCH FILES

1. After a search has been completed all Departmental search files will be forwarded to the Provost's Office and will be maintained for six years.

G. FACULTY TEMPORARY POOLS

1. Temporary Pools can be created to facilitate the hiring of qualified faculty on an "as needed" basis. Qualified applicants remain in the Temporary Pool and may be hired on short notice.
2. The use of Temporary Pools for faculty hiring is strictly voluntary. That is, academic departments are not required to establish Temporary Pools.
3. Faculty, in concert with management, will request the approval of faculty Temporary Pools. Once approved, the position(s) will be advertised in appropriate venues including, but not limited to, the Kutztown University website under Faculty/Coach/Executive Searches at <http://www.kutztown.edu/employment>. It shall be the responsibility of the academic department to determine if and when the advertisement is to be removed from the university website.
4. Departments may use an existing hiring committee or designate a separate search committee whose sole focus will be the maintenance of the Temporary Pool for the period of time the Temporary Pool is active. Maintenance of the Temporary Pool includes, but is not limited to, organizing the applications received, reviewing applicants' materials for completeness, meeting with OSE personnel as necessary, arranging committee meetings, and scheduling interviews.
5. Upon advertising for a Temporary Pool, as applications are received, the name and mailing address of each applicant is to be submitted to socialequity@kutztown.edu in order for the Office of Social Equity (OSE) to send each applicant a pre-employment inquiry form for affirmation action data collection. The submission of the name and address of an applicant does not constitute certification of the applicant by the OSE.
6. Prior to the selection of candidates to be certified, the Search Committee Chair must submit to the OSE a matrix/rubric which establishes the criteria for selection.
7. A review of the candidate's credentials (file review meeting to certify candidates) between the Search Committee Chair and the OSE designee must take place before an applicant is

added to the Temporary Pool. A file review meeting can be scheduled by calling the OSE at 610-683-4700.

8. The names of those individuals certified will be added to the Temporary Pool and shall remain in the Temporary Pool for a period of four years from the date of the advertisement.
9. Should a need arise to hire a faculty member under time constraints, the department may turn to the Temporary Pool containing the names of applicants who have been certified and schedule on-campus interviews.
10. Prior to any interview being conducted, the Search Committee Chair must submit to the OSE for approval the list of questions to be asked during the interview.
11. During the on-campus visit to be interviewed, each applicant must report to the OSE to complete an I-9 (Employment Eligibility Verification) form. Applicants should be advised by the search committee that they must be able to demonstrate the right to work by presenting original documents which establish their identity and employment eligibility. The list of acceptable documents, as required by the US Department of Homeland Security, is available at the OSE and on the OSE website.
12. Applicants must report to the Department of Human Resources to complete an official Employment Application and Release for Criminal Background Check.
13. Prior to being hired, the candidate must meet all advertised requirements, including successful interview and teaching demonstration.
14. A Candidate Approval Form, with the required signatures, must be submitted as with all searches.
15. To ensure a current Temporary Pool of applicants is available, the list of certified candidates in the Temporary Pool shall be reexamined, with outdated individuals being purged every four years and replaced with new applicants received pursuant to a new advertisement.

H. EMERGENCY HIRES

1. Emergency hires will apply to all faculty positions addressed within the current Collective Bargaining Agreement. An emergency hire may take place in cases of unexpected illness, to cover unanticipated scheduling needs, or at such time as a faculty member requests leave under Article 18 of the Collective Bargaining Agreement provided that there is insufficient time to conduct a search. The circumstances for an emergency hire will be determined by a case by case basis, by agreement between the administration, APSCUF-KU, and relevant departments.

2. Contracts for emergency hires will be issued for a fixed period of employment by the President and approved by APSCUF, for a period of no longer than one year. Any special circumstances pertaining to the nature of the employment will be noted on the contract. The time period and these special circumstances will be defined in the contract between the institution and the employee.
3. Emergency hires are not eligible for rollovers, and must be rehired via a normal search.

I. REHIRING/ROLLOVERS

1. All newly hired temporary full-time faculty will be given a one-year contract, renewable up to three additional years, but contingent on need, SRI evaluations, peer evaluations, and Chair recommendations. A search for a temporary position will be required after four consecutive years of employment are served. Faculty completing a fourth year will be eligible to apply for the position being searched. The total consecutive years of full-time temporary employment will be applicable to Article 11 (G) of the Collective Bargaining Agreement.
2. Emergency hires are not eligible for rollovers.