

V. FACULTY RECRUITMENT

A. Establishing the Position

1. College of Arts and Sciences

a. Position Announcement

In the College of Arts and Sciences, the department chairperson will review departmental objectives and consult with the Dean in determining the nature of the position open, including educational level and rank recommendations. The Dean will secure approval of salary range, position description, and position announcement particulars from the Provost & Vice President for Academic Affairs following consultation with the Equal Opportunity Director and approval by the President. The Dean will provide the Equal Opportunity Director and the Provost & Vice President for Academic Affairs appropriate professional recruitment sources. All advertising must be approved by the Equal Opportunity Director. All advertising for which a charge is made to the University will be issued through the Office of Academic Affairs. The office will maintain a record of all advertising and recruitment efforts. A position announcement will be distributed to appropriate departments, schools and organizations throughout the United States by the Dean, unless otherwise directed by the Equal Opportunity Director. Steps must be taken to reach a diverse pool of applicants. Notification of the position will be made to the Kansas State Employment Center and other appropriate agencies and sources by the Office of Academic Affairs. The Dean may delegate any of his/her responsibilities in this section to the department chair.

b. Selection of Candidates for Visitation on Campus

A search committee will be appointed by the Dean. Following discussion with department faculty when possible, the chairperson will recommend a search committee to the Dean. Normally, the committee will consist of a minimum of three (3) full-time faculty members. In those instances in which there is an insufficient number of faculty available within the department to constitute a search committee, the department may also recommend for the committee non-University persons with professional expertise. Following consultation with the University's Equal Opportunity Director, the search committee will review all applications, check references, and identify the top candidates, in order of preference, and submit the names to the department chairperson. The department chairperson, in turn, will forward this information and his/her recommendation to the Dean. The Dean, will, in consultation with the chair and the committee, invite candidate(s) to campus for an interview. At any point, the committee or chairperson may recommend to the Dean to terminate the search process. The Dean may delegate any of his/her responsibilities in this section to the department chair.

c. The On-Campus Visit

The Dean, the department chairperson and available faculty members of the department will have the opportunity to interview the candidate. Whenever possible the Provost & Vice President for Academic Affairs will also meet with the candidate. It is expected that a candidate will remain on campus for at least one day. Where appropriate and possible, appropriate community groups will meet with the candidates. Candidates will normally have the opportunity to visit classes, to talk with students, to make a presentation to classes or other groups, etc. The Dean may delegate any of his/her responsibilities in this section to the department chair.

d. Issuance of Contract

Following the on-campus interview, the search committee will forward to the department chairperson its recommendation whether to invite a candidate to join the faculty. The department chairperson, in turn, will forward the committee's recommendation and his/her recommendation to the Dean. The Dean will review both recommendations and will determine whether to offer the candidate a contract or to invite another candidate for a campus interview. The administrative review of the Dean's recommendation by the Office of Academic Affairs is a review of the recruitment and selection process, not an evaluation of the recommended candidate. After this review, the recommendation will be forwarded to the President. After the President has approved the recommendation, the contract will be prepared and sent to the candidate by the Office of Academic Affairs. When the position is not in the budget as a line position, or when the salary proposed exceeds the budgeted amount for the line into which the person is to be hired, the contract proposed will also require approval by the Board of Regents unless the salary amount is less than 10% above the budgeted amount. In such cases, approval of the President is required. The Dean may delegate any of his/her responsibilities on this section to the department chair.

e. Flow Chart - Procedures for Recruitment/Selection of Faculty, College of Arts and Sciences

1. Faculty position vacancy
2. Chairperson/Dean agree on nature of position
3. Dean consults with Equal Opportunity Director who will normally consult with the Vice President for Academic Affairs regarding salary, position announcement, and recruitment procedures
4. Provost & Vice President for Academic Affairs approves/disapproves position
5. President approves/disapproves position.
6. Provost & Vice President for Academic Affairs office issues advertising
7. Dean appoints search committee
8. Search committee elects chairperson
9. Search committee consults Equal Opportunity Director regarding procedures
10. Search committee reviews applications, checks references
11. Search committee ranks top candidates by consensus
12. Search committee submits names of top candidates to department chairperson
13. Department chairperson submits his/her recommendation and recommendation of search committee to Dean
14. Dean invites top candidate(s) for interview
15. Provost & Vice President for Academic Affairs office, upon request of Dean, will make reservations and initiate purchase order requisition for payment
16. Campus interview conducted
17. Search committee recommends to department chairperson whether to offer contract to candidate
18. Department chairperson recommends to Dean whether to offer contract to candidate and also forwards search committee's recommendation to Dean
19. Dean determines whether to extend contract offer or to invite another candidate for interview
20. Dean forwards recommendation to Provost & Vice President for Academic Affairs
21. Provost & Vice President for Academic Affairs acts upon Dean's recommendation and issues contract if approved
22. Board of Regents approves/disapproves contract The Dean may delegate any of his/her responsibilities to the department chair.

2. School of Law

a. Position Announcement

The Dean, in consultation with the Faculty Recruitment Committee, will determine the nature of the position open, including the educational level and rank recommendations. The Dean will secure approval of the salary range, position description and position announcement particulars from the Provost & Vice President for Academic Affairs following consultation with the Equal Opportunity Director and approval by the President. The Dean's office will initiate advertisements in legally-related publications, notifying the Academic Affairs Office, which must maintain the central record of all recruitment efforts. The Dean will also provide the Provost & Vice President for Academic Affairs and the Equal Opportunity Director information necessary to initiate other advertising. All advertising must be approved by the Equal Opportunity Director. A position announcement will be distributed to appropriate organizations throughout the United States by the Chair of the Faculty Recruitment Committee or the Dean, unless otherwise directed by the Equal Opportunity Director. Steps must be taken to reach a diverse pool of applicants. Notification of the position will be made to the Kansas State Employment Center and other appropriate agencies and sources by the Academic Affairs Office.

b. Selection of Candidates for Visitation on Campus

The Dean will appoint a Faculty Recruitment Committee (search committee) composed of members of the faculty of the Law School, and the committee may contain a student representative. Normally, the committee will consist of a minimum of three (3) full-time faculty members. With the approval of the Dean, the school may include on the committee non-University persons with professional expertise. Following consultation with the University's Equal Opportunity Director, the search committee will review all applications. The committee may also review resumes of registrants for the Association of American Law Schools (AALS) Faculty Recruitment Conference. Representatives of the Committee may attend the Recruitment Conference and interview selected registrants at that conference. The Committee will rank the top candidates in order of preference and submit the names to the Dean who will then invite any selected candidate(s) to the campus for a campus interview. The Dean should, in other than exceptional circumstances and for reasons communicated to the search committee in writing, invite the candidates to campus for an interview in the order presented by the search committee. At any point, the committee may recommend to the Dean to terminate the search process.

c. The On-Campus Visit

The Dean and available faculty members of the school will have the opportunity to interview the candidate. Whenever possible the Provost & Vice President for Academic Affairs will also meet with the candidate. The Dean or search committee may wish for other persons to meet with the candidate; for instance, it may be desirable for individuals in cognate areas to interview the candidate. It is expected that a candidate will remain on campus for at least one day. Where appropriate and possible, appropriate community groups will meet with the candidates. Candidates will normally have the opportunity to visit classes, to talk with students, make a presentation to classes or other groups, etc.

d. Issuance of Contract

The Faculty Recruitment Committee will forward to the full faculty the name of the candidate it recommends be invited to join the faculty. The faculty will then vote on this recommendation and forward the full faculty recommendation to the Dean. The Dean, in other than exceptional

circumstances and for reasons communicated to the faculty in writing, will accept the recommendation of the faculty. Before extending a contract offer, the Dean will confer with the Provost & Vice President for Academic Affairs, concerning salary, rank, and other administrative matters. The administrative review of the Dean's recommendation is a review of the recruitment and selection process, not an evaluation of the recommended candidate. After this review, the recommendation will be forwarded to the President. After the President has approved the recommendation, the contract will be prepared and sent to the candidate by the Academic Affairs Office. When the position is not in the budget as a line position, or when the salary proposed exceeds the budgeted amount for the line into which the person is to be hired, the contract proposed will also require approval by the Board of Regents unless the salary amount is less than 10% above the budgeted amount. In such cases, approval of the President is required.

e. Flow Chart - Procedures for Recruitment/Selection of Faculty, School of Law

1. Faculty position vacancy
2. Dean determines nature of position
3. Dean consults with Equal Opportunity Director who will normally consult with the Vice President for Academic Affairs regarding salary, position announcement, and recruitment procedures
4. Provost & Vice President for Academic Affairs approves/disapproves position
5. President approves/disapproves position
6. Dean's office and Office of Academic Affairs initiate advertising
7. Recruitment committee consults Equal Opportunity Director regarding procedures
8. Recruitment committee reviews applications and AALS registrants
9. Recruitment committee determines candidates to be invited to campus (usually after attendance at Recruitment Conference)
10. Dean invites candidate for interview
11. Dean's office will make reservations and initiate purchase order requisition for payment and forward requisition to Provost & Vice President for Academic Affairs
12. Campus interviews conducted
13. Recruitment Committee recommends to faculty name(s) of candidate(s) to be extended offer
14. Faculty votes on recommendation and forwards its recommendation to Dean
15. Dean concurs/non-concurs with faculty recommendation
16. Dean determines specific terms of contract and recommends to the Provost & Vice President for Academic Affairs
17. Provost & Vice President for Academic Affairs reviews Dean's recommendation and forwards to President
18. President acts upon recommendation and notifies Provost & Vice President for Academic Affairs to issue contract if approved
19. Board of Regents approves/disapproves contract

3. School of Applied Studies

a. Position Announcement

In the School of Applied Studies, the department chair will review departmental objectives and consult with the Dean in determining the nature of the position open, including educational level and rank recommendations. The Dean will secure approval of salary range, position description and position announcement particulars from the Vice President for Academic Affairs following consultation with the Equal Opportunity Director and approval by the President. The Dean's office will provide the Equal Opportunity Director and the Provost & Vice

President for Academic Affairs appropriate professional recruitment sources. All advertising must be approved by the Equal Opportunity Director. All advertising for which a charge is made to the University will be initiated through the Academic Affairs Office. The Academic Affairs Office will maintain a record of all advertising and recruitment efforts. A position announcement will be distributed to appropriate departments, schools and organizations throughout the United States by the Dean, unless otherwise directed by the Equal Opportunity Director. Steps must be taken to reach a diverse pool of applicants. Notification of the position will be made to the Kansas State Employment Center and other appropriate agencies and sources by the Academic Affairs Office.

b. Selection of Candidates for Visitation on Campus

A search committee will be appointed by the Dean. The chair will recommend a search committee to the Dean. Normally, the committee will consist of a minimum of three (3) full-time faculty members from the department and one member outside the department. In those instances in which there is an insufficient number of faculty available within the department to constitute a search committee, faculty from cognate areas may be asked to serve on the search committee. The Dean will approve these cognate areas. With the approval of the Dean, the department may also include on the committee non-University persons with professional expertise. Following consultation with the University's Equal Opportunity Director, the search committee will review all applications, check references and identify the top candidates for the position. The search committee will rank the top candidates in order of preference and submit the names to the Dean. The Dean should, in other than exceptional circumstances and for reasons communicated to the search committee in writing, invite the candidates to campus for an interview in the order presented by the search committee. At any point, the committee may recommend to the Dean to terminate the search process.

c. The On-Campus Visit

The Dean and available faculty members of the department will have the opportunity to interview the candidate. Whenever possible the Provost & Vice President for Academic Affairs will also meet with the candidate. The Dean or search committee may wish for other persons to meet with the candidate; for instance, it may be desirable for individuals in cognate areas or a librarian to interview the candidate. It is expected that a candidate will remain on campus for at least one day. Where appropriate and possible, appropriate community groups will meet with the candidates. Candidates will normally have the opportunity to visit classes, to talk with students, to make a presentation to classes or other groups, etc.

d. Issuance of Contract

The search committee will forward to the Dean its recommendation whether to invite a candidate to join the faculty. The Dean will review the recommendation of the search committee and will determine whether to offer the candidate a contract or to invite another candidate to campus for an interview. Before extending a contract offer, the Dean will confer with the Provost & Vice President for Academic Affairs concerning salary, rank, and other administrative matters. The administrative review of the Dean's recommendation by the Academic Affairs Office is a review of the recruitment and selection process, not an evaluation of the recommended candidate. After this review, the recommendation will be forwarded to the President. After the President has approved the recommendation, the contract will be prepared and sent to the candidate by the Academic Affairs Office. When the position is not in the budget as a line position,

or when the salary proposed exceeds the budgeted amount for the line into which the person is to be hired, the contract proposed will also require approval by the Board of Regents unless the salary amount is less than 10% above the budgeted amount. In such cases, approval of the President is required.

e. Flow Chart - Procedures for Recruitment/Selection of Faculty, School of Applied Studies

1. Faculty position vacancy
2. Chair and Dean agree on nature of position
3. Dean consults with Equal Opportunity Director who will normally consult with the Provost & Vice President for Academic Affairs regarding salary, position announcement, and recruitment procedures
4. Provost & Vice President for Academic Affairs approves/disapproves position
5. President approves/disapproves position
6. Academic Affairs Office initiates advertising
7. Dean appoints search committee
8. Search committee elects chairperson
9. Search committee consults Equal Opportunity Director regarding procedure
10. Search committee reviews applications, checks references
11. Search committee ranks top candidates by consensus and submits list to Dean
12. Dean invites candidate for interview
13. Academic Affairs Office, upon request of Dean, will make reservations and initiate purchase order requisition for payment
14. Campus interview conducted
15. Search committee recommends to department chair whether to offer contract to candidate
16. Department chair forwards his/her recommendation and recommendation of the committee to the Dean.
17. Dean determines whether to extend contract offer or to invite another candidate for interview
18. Dean determines specific terms of contract and forwards a recommend to Provost & Vice President for Academic Affairs for administrative review
19. Provost & Vice President for Academic Affairs reviews Dean's recommendation and returns to the Dean
20. Dean forwards recommendation to President
21. President acts upon Dean's recommendation and notifies Provost & Vice President for Academic Affairs to issue contract if approved
22. Board of Regents approves/disapproves contract

4. School of Nursing

a. Position Announcement

In the School of Nursing, the Dean will review School objectives and determine the nature of the position open, including educational level and rank recommendations. The Dean will secure approval of salary range, position description and position announcement particulars from the Provost & Vice President for Academic Affairs following consultation with the Equal Opportunity Director and approval by the President. The Dean's office will provide the Equal Opportunity Director and the Provost & Vice President for Academic Affairs appropriate professional recruitment sources. All advertising must be approved by the Equal Opportunity Director. All advertising for which a charge is made to the University will be initiated through the Academic Affairs Office. The Academic Affairs Office will maintain a record of all advertising and recruitment efforts. A position announcement will be distributed to appropriate departments, schools and organizations throughout the United States by the Dean, unless otherwise directed by the Equal Opportunity Director. Steps

must be taken to reach a diverse pool of applicants. Notification of the position will be made to the Kansas State Employment Center and other appropriate agencies and sources by the Academic Affairs Office.

b. Selection of Candidates for Visitation on Campus

A search committee will be appointed by the Dean. Normally, the committee will consist of a minimum of three (3) full-time faculty members. In those instances in which there is an insufficient number of faculty available within the school to constitute a search committee, faculty from cognate areas may be asked to serve on the search committee. The Dean will approve these cognate areas. With the approval of the Dean, the school may also include on the committee non-University persons with professional expertise. Following consultation with the University's Equal Opportunity Director, the search committee will review all applications, check references and identify the top candidates for the position. The search committee will rank the top candidates in order of preference and submit the names to the Dean. The Dean should, in other than exceptional circumstances and for reasons communicated to the search committee in writing, invite the candidates to campus for an interview in the order presented by the search committee. At any point, the committee may recommend to the Dean to terminate the search process.

c. The On-Campus Visit

The Dean and available faculty members of the school will have the opportunity to interview the candidate. Whenever possible the Provost & Vice President for Academic Affairs will also meet with the candidate. The Dean or search committee may wish for other persons to meet with the candidate; for instance, it may be desirable for individuals in cognate areas or a librarian to interview the candidate. It is expected that a candidate will remain on campus for at least one day. Where appropriate and possible, appropriate community groups will meet with the candidates. Candidates will normally have the opportunity to visit classes, to talk with students, to make a presentation to classes or other groups, etc.

d. Issuance of Contract

The search committee will forward to the Dean its recommendation of the search committee and will determine whether to offer the candidate a contract or to invite another candidate to campus for an interview. Before extending a contract offer, the Dean will consult with the Provost & Vice President for Academic Affairs concerning salary, rank, and other administrative matters. The administrative review of the Dean's recommendation by the Academic Affairs Office is a review of the recruitment and selection process, not an evaluation of the recommended candidate. After this review, the recommendation will be forwarded to the President. After the President has approved the recommendation, the contract will be prepared and sent to the candidate by the Academic Affairs Office. When the position is not in the budget as a line position, or when the salary proposed exceeds the budgeted amount for the line into which the person is to be hired, the contract proposed will also require approval by the Board of Regents unless the salary amount is less than 10% above the budgeted amount. In such cases, approval of the President is required.

e. Flow Chart - Procedures for Recruitment/Selection of Faculty, School of Nursing

1. Faculty position vacancy
2. Dean determines nature of position

3. Dean consults with Equal Opportunity Director who will normally consult with the Vice President for Academic Affairs regarding salary, position announcement, and recruitment procedures
4. Provost & Vice President for Academic Affairs approves/disapproves position
5. President approves/disapproves position
6. Academic Affairs Office initiates advertising
7. Dean appoints search committee
8. Search committee elects chairperson
9. Search committee consults Equal Opportunity Director regarding procedures
10. Search committee reviews applications, checks references
11. Search committee ranks top candidates by consensus and submits list to Dean
12. Dean invites candidate for interview
13. The Academic Affairs Office, upon request of Dean, will make reservations and initiate purchase order requisition for payment
14. Campus interview conducted
15. Search committee recommends to Dean whether to offer contract to candidate
16. Dean determines whether to extend contract offer or to invite another candidate for interview
17. Dean determines specific terms of contract and forwards a recommendation to Vice President for Academic Affairs for administrative review
18. Provost & Vice President for Academic Affairs reviews Dean's recommendation and returns to the Dean
19. Dean forwards recommendation to President
20. President acts upon Dean's recommendation and notifies Provost & Vice President for Academic Affairs to issue contract if approved
21. Board of Regents approves/disapproves contract

5. School of Business

a. Position Announcement

In the School of Business, the Dean will review School objectives and determine the nature of the position open, including educational level and rank recommendations. The Dean will secure approval of salary range, position description and position announcement particulars from the Provost & Vice President for Academic Affairs following consultation with the Equal Opportunity Director and approval by the President. The Dean's office will provide the Equal Opportunity Director and the Provost & Vice President for Academic Affairs appropriate professional recruitment sources. All advertising must be approved by the Equal Opportunity Director. All advertising for which a charge is made to the University will be initiated through the Academic Affairs Office. The Academic Affairs Office will maintain a record of all advertising and recruitment efforts. A position announcement will be distributed to appropriate departments, schools and organizations throughout the United States by the Dean, unless otherwise directed by the Equal Opportunity Director. Steps must be taken to reach a diverse pool of applicants. Notification of the position will be made to the Kansas State Employment Center and other appropriate agencies and sources by the Academic Affairs Office.

b. Selection of Candidates for Visitation on Campus

A search committee will be appointed by the Dean. Normally, the committee will consist of a minimum of three (3) full-time faculty members. In those instances in which there is an insufficient number of faculty available within the school to constitute a search committee, faculty from cognate areas may be asked to serve on the search committee. The Dean will approve these cognate areas. With the approval

of the Dean, the school may also include on the committee non-University persons with professional expertise. Following consultation with the University's Equal Opportunity Director, the search committee will review all applications, check references and identify the top candidates for the position. The search committee will rank the top candidates in order of preference and submit the names to the Dean. The Dean should, in other than exceptional circumstances and for reasons communicated to the search committee in writing, invite the candidates to campus for an interview in the order presented by the search committee. At any point, the committee may recommend to the Dean to terminate the search process.

c. The On-Campus Visit

The Dean and available faculty members of the school will have the opportunity to interview the candidate. Whenever possible the Provost & Vice President for Academic Affairs will also meet with the candidate. The Dean or search committee may wish for other persons to meet with the candidate; for instance, it may be desirable for individuals in cognate areas or a librarian to interview the candidate. It is expected that a candidate will remain on campus for at least one day. Where appropriate and possible, appropriate community groups will meet with the candidates. Candidates will normally have the opportunity to visit classes, to talk with students, to make a presentation to classes or other groups, etc.

d. Issuance of Contract

The search committee will forward to the Dean its recommendation whether to invite a candidate to join the faculty. The Dean will review the recommendation of the search committee and will determine whether to offer the candidate a contract or to invite another candidate to campus for an interview. Before extending a contract offer, the Dean will confer with the Provost & Vice President for Academic Affairs, concerning salary, rank, and other administrative matters. This administrative review of the Dean's recommendation by the Academic Affairs Office is a review of the recruitment and selection process, not an evaluation of the recommended candidate. After this review, the recommendation will be forwarded to the President. After the President has approved the recommendation, the contract will be prepared and sent to the candidate by the Academic Affairs Office. When the position is not in the budget as a line position, or when the salary proposed exceeds the budgeted amount for the line into which the person is to be hired, the contract proposed will also require approval by the Board of Regents unless the salary amount is less than 10% above the budgeted amount. In such cases, approval of the President is required.

e. Flow Chart - Procedures for Recruitment/Selection of Faculty, School of Business

1. Faculty position vacancy
2. Dean determines nature of position
3. Dean consults with Equal Opportunity Director who will normally consult with the Vice President for Academic Affairs regarding salary/ position announcement/recruitment procedure
4. Provost & Vice President for Academic Affairs approves/disapproves position
5. President approves/disapproves position
6. Academic Affairs office initiates advertising
7. Dean appoints search committee
8. Search committee elects chairperson
9. Search committee consults Equal Opportunity Director regarding procedures
10. Search committee reviews applications, checks references

11. Search committee ranks top candidates by consensus and submits list to Dean
12. Dean invites candidate for interview
13. Academic Affairs Office, upon request of Dean, will make reservations and initiate purchase order requisition for payment
14. Campus interview conducted
15. Search committee recommends to Dean whether to offer contract to candidate
16. Dean determines whether to extend contract offer or to invite another candidate for interview
17. Dean determines specific terms of contract and forwards a recommendation to Provost & Vice President for Academic Affairs for administrative review
18. Provost & Vice President for Academic Affairs reviews Dean's recommendation and returns to the Dean
19. Dean forwards recommendation to President
20. President acts upon Dean's recommendation and notifies Vice President for Academic Affairs to issue contract if approved
21. Board of Regents approves/disapproves contract

B. Recruitment Expense

The University will pay reasonable candidacy expenses – transportation, lodging, meals – for faculty prospects when invited for interview and upon expression of definite interest in the opening and its conditions of service.

C. The Appointment Contract

Faculty members are offered an appointment contract stating the term of the employment within a fiscal year, the salary (the schedule of payments will be noted on the copy returned to the faculty member), supplementary benefits, if any, and other agreed upon terms and conditions of the faculty member's employment. The contract proffered to the faculty member shall become binding and effective only after: (a) for newly appointed faculty, approval by the Board of Regents; and, (b) for other faculty members, approval of the official University budget following public hearing.

D. Tenure and Non-Tenure Appointment Tracks

A full-time faculty member shall be placed on one of two tracks: (1) Tenure track; or, (2) Non-tenure track.

1. Tenure Track

Faculty members who are placed on the tenure track may be eligible to petition for the award of tenure in accordance with University Bylaws. Faculty members on the tenure track are serving a probationary period and may be non-reappointed at any time.

2. Non-Tenure Track

Faculty members on the non-tenure track are not eligible to petition for the award of tenure and may be non-reappointed at any time. Faculty members may be reappointed to successive one-year appointments up to a maximum period of time specified in the initial appointment.

Please refer to Section Three of this handbook for details about terms and conditions for tenure.