

03.FAC.01

FACULTY RECRUITMENT AND SELECTION

(Revised January 29, 1999)

(Revised, COB Advisory Council, November 14, 2006)

(Revision Approved by COB Faculty May 8, 2007)

(Revised April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

The College adheres to University Procedure 12.99.99.C0.01 Recruitment and Appointment of Faculty. The following is an outline of the College of Business at Texas A&M University-Corpus Christi's process for faculty recruitment and selection.

I. Identify Need

The need for additional faculty is determined by:

- A. Course requirements:
Additional courses required to meet student demand, to maintain reasonable class sizes, and/or to satisfy other college needs.
- B. Accreditation needs:
Courses or academic area required to satisfy accreditation.
- C. Academic improvements:
Coverage of areas to improve or broaden academic offerings to satisfy student needs and/or fulfill College mission.

II. Acquire Approval

- A. Prioritization:
College Administrative Council prioritizes faculty needs within budget constraints and recommends positions to the Provost and Vice President for Academic Affairs.
- B. Approval:
The Provost and Vice President for Academic Affairs approves searches for faculty openings.

III. Create College Search Committee

Under normal circumstances, the Dean of the college will appoint a search committee from among the college and departmental faculty to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation. The search committee will follow current search guidelines provided by the Faculty Recruitment and Records Coordinator.

IV. Promote Availability of Open Position

- A. Media:
Advertise positions (after approval by the Director of Equal Opportunity and Employee Relations) in publications such as:
 - 1. *Chronicle of Higher Education*
 - 2. Appropriate discipline journals
 - 3. Appropriate conference meetings
 - 4. Other appropriate media

- B. Other:
 1. Promote openings through announcements to business colleges at other universities.
 2. Promote openings on the Internet.

- V. Screening of Candidates
 - A. The Search Committee screens all applicants and eliminates those lacking proper academic qualifications as identified in the announcement of opening.
 - B. Second screening by Search Committee to identify finalists.
 1. Screening may include telephone interviews, web-based conferencing, or interviews at conferences.
 2. Search Committee recommends finalists to Dean.
 3. Dean may consult with Administrative Council.
 4. Candidate is invited to the campus and sent a packet of information about the university, college, and area. The packet of information includes the University and College Policy on Promotion and Tenure.

- VI. On Campus Process
 - A. Candidate visits with Provost, if possible.
 - B. Candidate visits with the Dean.
 - C. Candidate visits individual faculty in the discipline and as time allows, visits other college faculty.
 - D. Candidate makes presentation to the faculty in which the candidate discusses intellectual contributions effort and teaching philosophy.
 - E. Candidate may make a presentation to a class if classes are in session during the candidate's visit.y.
 - F. Candidate visits with the chair of the College Tenure and Promotion Committee. The Chair reviews the provisions of both the university and the college policies on Promotion and Tenure with the Candidate.

- VII. Selection
 - A. Faculty input is sought by the Dean.
 - B. Search Committee makes recommendation to the Dean.
 - C. Dean makes recommendation to Provost.
 - D. If approval is granted, the Dean makes the offer to the candidate.

- VIII. Offer of Employment
 - A. The Dean sends a letter to the candidate outlining major provisions of the offer.
 - B. Selected candidate is sent an employment contract by the Provost and Vice President of Academic Affairs which includes a description of compensation, teaching load, and tenure conditions.

[See University Procedure 12.99.99.C0.01 - Recruitment and Appointment of Faculty.](#)

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