

# CHEYNEY UNIVERSITY OF PENNSYLVANIA

## PROCEDURES FOR THE APPOINTMENT OF FACULTY

### I. PURPOSE

The purpose of these procedures is to provide uniform guidelines that will be followed by both the Cheyney University of Pennsylvania Administration and the Cheyney University of Pennsylvania Association of Pennsylvania State College and University Faculties (hereafter APSCUF) when hiring faculty at Cheyney University. More specifically, the document provides a systematic hiring process that addresses those internal hiring procedures that are followed at Cheyney but which may not be addressed in the Collective Bargaining Agreement (hereafter the CBA). This document is also intended to provide an avenue by which contested issues regarding hiring procedures may be addressed. Although this document contains language and steps that are contained in the CBA, it in no way supercedes Article 11 "Appointment of Faculty" of that document.

### II. REFERENCES

Before announcing a faculty vacancy or beginning a search, all managers, faculty, and supervisory personnel should become familiar with Article 11, Appointment of Faculty of the Agreement Between (APSCUF) and the State System of Higher Education. (Hereafter SSHE)

### III. PROCEDURES

The following procedures establish the process of implementing searches for tenure track faculty vacancies, or a new tenure track faculty position.

- A. When a department desires to fill a faculty vacancy or create a new position, the department chair must first submit a Personnel Action Request Form (See Attachment #1) through the proper channels to the President. This form may be obtained from the Human Resources Office.
- B. Once the President signs the Personnel Action Request Form, a vacancy is declared in the department. The Human Resources Office will notify the department in writing that a vacancy exists and a search may commence.
- C. The department chairperson shall notify the faculty Appointment Committee chairperson of the declared vacancy;
- D. The faculty Appointment Committee in cooperation with the department chair shall develop a position announcement for the position vacancy. (Please see Attachment #2 for Directions for Developing a Position Announcement).
- E. After the position announcement has been approved at the departmental level, it shall be submitted through Human Resources via the Human Resources Classified Advertisement Review Form, (See Attachment #3) to the area Dean, to the Provost and Vice President for Academic and Student Affairs, to the Social Equity Officer, and to the President for their approval;

- F. Changes in the position announcement developed by the faculty Appointment Committee may not be made at any administrative level without consultation with the department chairperson and the chairperson of the faculty appointment committee. However, the President or his/her designee has final authority to determine the position announcement to be used to advertise the position;
- G. All announcements for faculty positions must designate a timeline for accepting applications and must indicate that all application materials (e.g. letters of intent, resume, references and official transcripts) must be forwarded to the Human Resources Office. The Human Resources Office will notify all applicants of documents received. Additionally, the Human Resources Office will notify the Appointment Committee Chair of all candidates who have sent applications.
- H. The Human Resources Office, in consultation with the Appointment Committee Chair shall advertise the approved position announcement through the appropriate media. Some examples to be used for advertisement are "The Chronicle of Higher Education", "The Philadelphia Inquirer", "Black Issues in Higher Education", Cheyney University Website, National and Local Organizations of the discipline in which the search is being conducted;
- I. Before the deadline for submitting applications occurs, the Social Equity Officer will meet with the Department Appointment Committee to review Social Equity Employment Guidelines;
- J. The Department Appointment Committee will develop a "Resume Scoring Form" and an "Interview Questionnaire" consistent with the position announcement to be used to evaluate all prospective candidates. These forms must be reviewed and approved by the Social Equity Officer prior to the evaluation of the candidates;
- K. The Faculty Appointment Committee will ascertain through all available campus resources if funds are available for reimbursement of expenses for candidate's travel expenses. If there is no source that can provide funds, the candidate shall be advised that she or he must bear his/her own expenses.
- L. Once the deadline for submission of applications expires, only those applications of candidates who have sent in all of their supporting documents (e.g. letter of intent, resume, official transcripts, letters of references) will be made available for review in the Human Resources Office. Appointment Committee members who review these applications will use their Resume Scoring Form (RSF) to determine which candidates meet the minimum criteria needed to be considered for a interview and teaching demonstration. All applications and completed RSF's will remain in the Human Resources Office.
- M. The Appointment Committee will review the scores of the candidates who passed the Resume Scoring Form and determine the candidates with the highest scores. If the Search Committee decides that these candidates are not reasonably qualified to perform the specific job that is being advertised, they may request that the search be terminated and another search for qualified candidates be opened. Such a request should be put in writing with reasons as to why they want to take this action and

sent to the Department Chair, the Dean, the Provost, and the Social Equity Officer. The Appointment Search Committee along with the Social Equity Officer will confer to discuss reasons for terminating the search. The Social Equity Officer will make decisions as to whether or not social equity guidelines would be compromised by a termination. However, it will be the responsibility of the department and the area dean to recommend to the President or his designee that a search should be terminated because of a lack of qualified candidates.

- N. If the committee decides that the candidates with the highest scores on the Resume Scoring Form are fully qualified to perform the required duties, they will select at least three of the candidates who scored the highest on the Resume Scoring Form to participate in an interview and teaching demonstration with the Appointment Committee (Each department will establish criteria to be used to evaluate the teaching demonstration). In cases where there are not three (3) qualified candidates, the Appointment Committee, after consultation with the Social Equity Officer may submit less than three names. (During these interviews, any department member can be present for observation purposes only. They will not be allowed to ask questions or score).
- O. The appropriate Dean and Provost and Vice President for Academic and Student Affairs shall be notified by the Appointment Committee chairperson of the dates and times that candidates shall be interviewed. The Dean, at her or his discretion, and/or the Provost and Vice President for Academic and Student Affairs, at her or his own discretion shall interview the candidates recommended for an interview. If possible, interviews are scheduled for the same day, but deans or vice presidents do not attend interviews with faculty.
- P. When the Appointment Committee is interviewing the candidates, each committee member will use an approved set of weighted interview questions to score each candidate. The name(s) of qualified candidate(s) with the highest interview score(s) will be forwarded to the Social Equity Officer for review. In addition to the names of the candidate(s), the following information will also be forwarded:
  - 1. A memo listing the scoring of the applicants on the "Resume Scoring Form."
  - 2. A memo listing the scoring of the applicants who were interviewed.
  - 3. Copies of scored "Resume Scoring Form" and scored interview question forms.
- Q. When the Social Equity Officer receives the information from the Appointment Committee, he/she will review the information to ensure that Social Equity Guidelines were followed. He/she will then notify the Appointment Committee Chair in writing that the search was fair and impartial. If there are no concerns raised by the Social Equity Officer, the Appointment Committee will be notified that the search process may continue. If the Social Equity Officer does have some concerns, then he/she will meet with the Appointment Committee to discuss and resolve them;
- R. When the Department Appointment Committee receives permission to continue with the search, they will meet with the regular full-time department faculty

members to determine by majority vote, the qualified candidate to be recommended for the position. Once a candidate to be recommend is determined, a letter of recommendation along with a completed Faculty Hiring Recommendation Form (See Attachment #4) will be forwarded to the department chairperson. The department chairperson will then forward 1) the recommendation of the department members, 2) the completed Faculty Hiring Recommendation Form, and 3) the recommendation of the department chairperson through channels to the President or his/her designee.

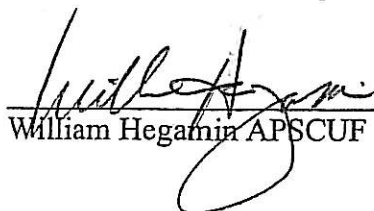
- S. If the President or his/her designee approves the candidate, the Human Resources Office will inform the candidate and the department that he/she is being offered an appointment and will forward an employment contract to the candidate for his/her signature. A signed copy of the contract will also be sent to local APSCUF.
- T. Notification to applicants and candidates who are not selected for the position shall reside with the Human Resources Office.

#### IV. HIRING OF TEMPORARY FACULTY

- A. Hiring of temporary part time or full time faculty should follow the same procedure that is outlined in Section III of this document. However, exceptions to this statement follow:

- 1) A department may keep a list of qualified pre-approved candidates who can be used to perform faculty duties. This list is good for only one year at a time and should be approved each year by the department. These candidates should be individuals who have been previously hired as temporary faculty through Section III of this document. Additionally, during their appointment, they also should have received a positive evaluation from the Department Evaluation Committee, the Department Chair, and the Dean. Any temporary faculty who have not been evaluated cannot be rehired. Any individual who is hired must be recommended by a majority vote of the regular full-time faculty in the department prior to their being employed.
- 2) Emergency hires should come from the list of qualified pre-approved candidates. In cases where there are no qualified pre-approved candidates to fill a emergency hire, a candidate, who may be secured from any source, can be hired if they are recommended by the majority of the regular full-time faculty in the department.

- B. The hiring of all temporary faculty requires the department to submit a Personnel Action Request Form.

 5-1-02  
William Hegamin APSCUF Date

 May 9, 2002  
Dr. W. Clinton Administration/ Date

## Attachment #2

### **DEVELOPING A POSITION ANNOUNCEMENT**

The Position Announcement is a notification to applicants, therefore, care should be taken in its development. For example: if the announcement states a Ph.D. is required, the position cannot be offered to an ABD or an MA or if it states that four years teaching experience is required, three are not acceptable. Conversely, if the announcement indicates an MA is required, preference for an applicant cannot be based on the fact that he/she has a Ph.D. Do not expect to use degree and experience requirements as a means of simplifying the search process by minimizing the number of applicants who qualify, as all requirements must be justifiable and job-related. If the possession of a Doctorate is desirable, but not necessary, the announcement should be so worded. Preference may then be given to a Doctorate without it being mandatory.

### **THE POSITION ANNOUNCEMENT SHALL SPECIFY THE FOLLOWING:**

**Position:** (including rank, regular/temporary, full-time/part-time, area of specialization.)

**Brief description:** Job duties and responsibilities.

**Essential Functions:** See attached Guidelines for Identifying Essential Functions.

**Qualifications:** All announcements should include the minimum qualifications for the position. (Special care should be given to ensure that the announcement does not unnecessarily restrict qualified applicants.) Also all faculty position announcements will include the following statement under the qualification section: Qualifications include the completion of a successful interview, including a demonstration of knowledge and skills; excellent communication skills (both verbal and written); and the ability to teach, evaluate, and advise students.

**Salary and excellent fringe benefits:** Competitive, commensurate w/qualification (or) list salary range.

**Effective date of appointment:** Date anticipated for the position to be filled.

**Deadline date for applying:** Minimum of 30 days from the date published in the Chronicle of Higher Education. (Faculty Position). However, all conditions of Article XXIX of the APSCUF CBA will be enforced.

**Application process:** Letter of intent, current vita/resume, three names of references with telephone numbers and addresses, and undergraduate/graduate transcripts are to be forwarded by applicant to the Office of the Provost and Vice-President of Academic and Student Affairs. Official transcripts will not be required until time of interview. These transcripts will be returned to unsuccessful applicants.



## SAMPLE POSITION ANNOUNCEMENT SKELETAL OUTLINE

**Position:**

\_\_\_\_\_ position in the \_\_\_\_\_  
Associate/Assistant/Instructor/Full/Part-Time/temp Department

beginning \_\_\_\_\_ (dates).

**Responsibilities:**

(List what classes the person will be teaching, what overall responsibilities will be, as well as non-lecture activities (advising, committee meetings, etc...))

**Qualifications:**

Minimum Qualifications for the position are:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ years of relevant

(Master's, Ph.D., license certification)

experience, etc.. However, a \_\_\_\_\_ is preferred.

(Special care should be given to ensure that the announcement does not unnecessarily restrict qualified candidates. You can also list how the candidates will be ranked in this section.... <Candidates will be ranked according to years experience in field, teaching experience, degree achieved recommendations...>). Qualifications include the completion of a successful interview, including a demonstration of knowledge and skills; excellent communication skills (both verbal and written); and the ability to teach, evaluate, and advise students.

**Essential Functions:**

Effective teaching of concepts and methods of

\_\_\_\_\_ and the supervision of \_\_\_\_\_  
(Department/discipline/specialty) Other faculty/students/etc...

**Salary/Rank**

(Estimated salary can be listed here if so desired) Salary will start in the \_\_\_\_\_ range or... Starting salary and rank are dependent on qualifications. or... annual salaries are based on APSCUF collectively bargained salary scale.

**Application Process:**

(List the procedures that an interested applicant is to go through) Applicants must submit a letter of intent, resume, three names of references with telephone numbers and addresses, and under graduate and graduate transcripts to: Provost and Vice-President Academic and Student Affairs, Cheyney University. The position will

(remain open till filled/application materials must be postmarked by...)

CU jobs on the Internet: [www.cheyney.edu](http://www.cheyney.edu)

**CHEYNEY UNIVERSITY**  
**Human Resources**  
**Classified Advertisement Review**

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**POSITION:** \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Department Chair or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (If Appropriate)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
**PUBLICATION(S) FOR PLACING CLASSIFIED ADVERTISEMENT:**

\_\_\_\_\_  
**REVIEWED BY SOCIAL EQUITY OFFICER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date