

EXCERPTED FROM THE *FACULTY HANDBOOK*:

16. POLICIES ON RECRUITMENT AND APPOINTMENT

Dominican University is firmly committed to making employment decisions solely on the basis of merit so that the best available person is hired for any open position. The University therefore provides equal employment opportunities to individuals regardless of race, color, creed, sex, sexual orientation, marital status, age, national origin, disability, or medical condition, in compliance with all applicable federal, state, and local laws. This commitment to non-discrimination applies to the recruitment and appointment of all persons involved in the operations of the University.

Any applicant or employee who requires an accommodation in order to perform the essential function of the job should contact the Director of Human Resources of the University and request such accommodation. The University then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his/her job. The University will identify possible accommodations, if any, that will help eliminate the limitation and will make reasonable accommodations to disabled applicants or employees unless doing so would be an undue hardship for the University.

Because Dominican is a teaching University, its most valuable and essential resource is the full-time faculty. It is important to have a cadre of full-time faculty adequate to carry out the tasks of faculty governance, including careful oversight of the curriculum. As vacancies in the full-time faculty occur, it is essential that full-time faculty lines be assigned to those programs which have both actual and potential enrollment growth. Thus, when a full-time faculty member resigns or retires, the line that becomes vacant reverts to the University as a whole. Through the process described below, a decision may be made either (1) to freeze that line, permanently or temporarily, or (2) to assign that line to another program or (3) to return the line to the program in which the resignation occurred.

Before a line for a full-time faculty member is assigned to a program, a discussion should be held by the deans and the Vice President for Academic Affairs. Chairs of those programs with a compelling need for an additional faculty member, including the chair of the department which has held the position, will be consulted by the appropriate dean. The discussion should first focus on actual and potential enrollment growth in each program being considered. The University cannot afford to increase full-time faculty simply because of a temporary bulge in enrollment numbers. If a program with only one full-time faculty member loses that faculty member, however, and the program is judged important for reasons of our mission, that faculty member should be replaced as quickly as possible, because a program cannot thrive without a substantial investment of the time of committed faculty members. Because of the importance of the General Education component of the curriculum, consideration must also be given to keeping those programs strong that contribute heavily to General Education.

In addition to the question of which program or programs receive approval to hire a full-time faculty member, the dialogue between the Vice President for Academic Affairs and the deans should focus on the question of the curricular areas that need strengthening within the programs. This dialogue should consider the mission of the University, the market demand among the pool of available students, and the need for students to be well-prepared for work and graduate school.

Once the President has acted upon the recommendations of the Vice President for Academic Affairs and approved faculty lines in specific programs, the Vice President for Academic Affairs, in consultation with the dean and chair of each program, will appoint a Search Committee consisting of faculty members both from within and without the program. The Search Committee will include four faculty members, if possible; at least two from within the Program as well as two from other disciplines. Students and administrative staff may also serve on search committees. The dean, program chair, the program faculty, the Curriculum Committee, and the Vice President for Academic Affairs will agree upon the area(s) of specialization as well as the faculty rank needed and will so advise the Search Committee. The Search Committee will be selected by January 15 or as soon as possible thereafter and will begin the active search at the start of the spring semester.

When full-time faculty vacancies occur unexpectedly during or just before the start of an academic year, the dean and Vice President for Academic Affairs, in consultation with the President, will decide whether the position needs to be filled immediately with another full-time person. If the decision is made to hire a full-time replacement immediately, the Curriculum and Educational Policy Committee will be informed of the reasons but will not vote on the matter.

All Search Committees will function with the following mandates: (1) Through advertising and announcements, the best possible pool of qualified and ethnically diverse persons should be generated; (2) Every effort should be made to include among the finalists qualified candidates who are members of ethnic minorities; (3) All program faculty, as well as the dean and Vice President for Academic Affairs, should meet all finalists; (4) Because teaching is central to the mission of the University, it is recommended that all finalists present a mini-lecture or lesson; (5) The Committee will present the name(s) of finalist(s) to the Vice President for Academic Affairs at the conclusion of the search; and (6) The Vice President for Academic Affairs will make a recommendation to the President for final approval.