

Department of Languages, Literatures and Cultures

Search Committees

Searches will advance the Departmental strategic hiring plan. Once a search has been approved, it must be announced to the TT & CT faculty. Since every search affects the entire Department, all CT and TT faculty members are expected to participate by attending presentations, sharing their opinions with the Search Committee, and taking part in the voting process.

1. After hearing recommendations from the DLLC Chairperson, the Executive Committee will recommend the chair and other members of the Search Committee, as stipulated by our 2007 bylaws (section IV.E). The Search Committee must be approved by the Dean of the College and HR.
2. The Search Committee shall be composed of an odd number of members (including its Chair), ideally a total of five members according to the following:
 - a. The Chairperson of the DLLC may not be a member of a Search Committee, except in rare instances approved by the Executive Committee. In such instances the Associate Chair will take on the search-related responsibilities normally assigned to the Department Chair.
 - b. Each search committee will be selected to have diverse faculty representation, including at least one faculty member from a language section other than the one for which the search is being conducted and, if feasible, a member from another department within the College of A&S.
3. Members of the search committee must be of the rank of Assistant Professor or higher. The Search Committee is charged by the Dean's Office. The Department Chair should be present and should add additional guidance for the charge as needed. The purpose of this meeting is to:
 - a. Explain the context of the position and unit, and any specific challenges
 - b. Clarify the title, classification and level of the position, and provide the position description
 - c. Specify the vision for the position and the selection criteria
 - d. Set expectations about Search Committee's role and results regarding tasks, timeline, budget and number of finalists. [Emphasize the importance of following procedures and best practices during interactions or communication with candidates, reviewing all application materials, preserving confidentiality, and maintaining impartiality. Instruct the Search Committee to adhere to the Dean's specific charges.]
 - e. Discuss affirmative steps the Committee can take in order to recruit a highly qualified and diverse applicant pool.
 - f. Establish format in which the Committee's final recommendations are to be brought forward—ranked candidates, unranked candidates, written narrative
 - g. Point out procedural matters, for establishing the checkpoints for approval by the Department Chair, Dean's Office, HR and the Provost's office, for example after selecting the finalist pool and after ranking the final candidates, according to departmental bylaws (see the Faculty Recruitment Protocol from 15 September 2017)
4. All Search Committee members are expected to participate in ADVANCE training for search committee or other training as recommended by the CAS Dean's Office.

5. The Department Chair will oversee the search, making sure that the recommendations are communicated, and should be the point person for communication to the Dean's Office on all matters related to the search.
6. Once a search has been approved, it will be announced to the full faculty. The Search Committee will draft a position description in consultation with the relevant language faculty. The description will be circulated to all faculty when the search opens. All TT and CT faculty members are expected to participate by reviewing finalists' materials, attending all candidate presentations (or viewing recordings of them), sharing their opinions with the Search Committee, and taking part in the departmental vote.
 - a. Prior to campus visits the CVs, application letters, and publications, if any, of short-listed candidates shall be made available to all members of the Department, as well as to student members of the USC and GSC.
 - b. Candidate presentations during campus visits will be scheduled to allow for maximum attendance and will be recorded for viewing by any who are unable to attend.
 - c. Internal candidates must not participate in any aspect of the search beyond their own candidacy.
7. The Chair of the Search Committee will solicit written responses regarding candidate presentations from all Department TT and CT faculty members, as well as from student members of the USC and GSC. Feedback is expected from all TT and CT faculty members, especially from the relevant language faculty. To allow time for these responses to be reviewed by its members, the Search Committee will wait at least 24 hours after the last candidate presentation before meeting to make its final decision.
8. The Search Committee Chair will report the committee's candidate recommendations (via official memo to the DLLC Chairperson), including a ranked listing of the candidates, a rationale for its ranking of each candidate, and an indication of any candidate that would not be acceptable.
9. In a department meeting, the Department Chair will present the ranked slate of finalists for approval by a majority of voting faculty in attendance.
 - a. The Search Committee must make available its recommendations to the TT and CT faculty at least 48 hours before the department meeting to vote on the appointment.
 - b. A quorum is required for a vote to approve all faculty hires. A quorum equals at least half of the TT & CT faculty who are not on leave at the time of the meeting

Approved May 22, 2019

Temporary Search Guidelines

Searches for terminal positions will be chaired by a member of the relevant program faculty with input from the Department Chair. The search committee will consist of 3 members of the relevant program faculty, or other program faculty when necessary. At least one member will preferably be at a rank

equal to or above the open position. Hiring recommendations to the department chairperson will be based on the application, one interview, and a reference check.

Appointment of visiting professors, exchange professors, and other temporary full-time and part-time faculty is upon recommendation of the department chairperson to, and approval by, the relevant program faculty. Applicants for full-time temporary positions must receive a majority vote of the relevant program faculty. Program faculty will vote on the ranked slate of the committee's top candidates.

Approved March 24, 2021