

SECTION B: PROCEDURES FOR SELECTION

As part of the position authorization process, the academic unit(s) involved, together with the appropriate contracting officer, shall determine the appropriate academic rank of the prospective appointee, the approximate salary range, and the type of contract.

Upon position authorization by the VPAA, the selection procedure shall be based on the following principles:

1. The recruitment, screening, and employment of candidates shall be the responsibility of the appropriate academic unit(s). The procedures used shall be in accordance with the policies of the University, the State of Ohio, and the Federal Government with regard to equal opportunity employment.
2. The credentials of candidates shall be secured by the academic unit(s) and shall be reviewed by the faculty and Chair or Director of that unit(s). *X.D.3. and XI.C.5* The faculty members of the academic unit(s) shall constitute the voting members of a screening committee. Academic units may seek student, staff or alumni input in the deliberations of their screening committees. Such non-faculty members may be added to the screening committee in an advisory capacity by a majority vote of the faculty members of the academic units(s). The screening committee's judgment on candidates shall be included in the formal recommendations that the academic unit(s), through the Chair or Director, makes to the appropriate Dean (or Deans). The Chair or Director shall also render an opinion. If the opinion of the Chair/Director differs from the opinion of the faculty, the Chair or Director shall indicate the exact reasons for the differing opinion.
3. The appropriate Dean (or Deans) shall examine the credentials of candidates that the academic unit(s), through the Chair or Director, has proposed to bring to the campus for interviews in order to authorize arrangements for official visits to campus for the purpose of interviews.
4. Normally the candidates agreed upon by the academic unit(s), its faculty, Chair or Director, and the Dean shall be brought to the campus to be interviewed by the faculty, the Chair or Director, and the Dean. Students, undergraduate majors and/or graduate students, also shall be given the opportunity to comment on the candidates being interviewed. The VPAA and the Dean of the Graduate College shall also be involved in the process of interviewing senior appointments or appointments involving administrative responsibilities or immediate tenure.
5. The formal recommendation(s) for appointment or nonappointment shall be made by the academic unit(s), through the Chair or Director, to the appropriate Dean(s) of the college(s) involved for approval in accordance with the majority opinion of the faculty and is based upon the candidate's credentials, the interviews, and the opinions of students and others involved in the interviewing process.
6. Normally the Dean shall be the contracting officer acting on behalf of the University, who, after consulting with the academic unit(s) and the Chair or Director, conducts final negotiations with candidates for appointment and who establishes the precise terms of the appointment to the faculty. *IX.C.4. and B-I.C.2.*
7. The academic unit(s), with the Chair or Director, may establish procedures for handling the selection process in unusual or emergency situations; for example, when faculty members are generally not available to participate in the selection process or when part-time and full-time temporary positions are to be filled. However, appointment to the position of Lecturer shall not be treated as an emergency situation.