

Introduction: How to Use the Faculty Recruitment Manual

The recruitment process, when effectively implemented, informs candidates of the professional opportunities available at BGSU and carries a far-reaching message of the vitality of the University's academic programs and culture. The overall goal of the recruitment process is to hire new faculty members whose intellectual and creative interests are reflective of the University's commitment to become a premier learning institution in which academic and professional accomplishments are integrated. Recruitment of excellent faculty members who represent the diversity of our society, coupled with efforts to assure their continuing success, is one of the University's most powerful means of achieving this goal.

The BGSU Faculty Recruitment Manual is guidelines and suggestions for colleges and academic units to effectively recruit faculty. The manual is intended to be an evolving document that will integrate recommendations from participants at all levels, accommodate institutional changes, and adapt to changes in higher education that affect faculty recruitment and retention.

Department chairs, school directors, search committee chairs, and support personnel are advised to read [*Overview of the Faculty Recruitment Process*](#), contained in *Section One* of the manual, prior to initiating the search process and to use the support materials provided in *Sections Two* through *Thirteen* to process and document the search. The overview in *Section One* describes a series of individual steps and related activities necessary to complete the standard recruitment and appointment processes of new faculty members. These are:

[*Step 1: Overview of Faculty Recruitment Cycle and College Recruitment Plan*](#)

[*Step 2: Position Authorization and Announcement*](#)

[*Step 3: Applicant File Management*](#)

[*Step 4: Applicant File Review and Screening*](#)

[*Step 5: Finalists' On-Campus Interviews*](#)

[*Step 6: Selection of New Faculty Member and Final Hiring Procedures*](#)

These steps are designed to achieve diversity and excellence, fairness and equity, within a flexible process. [*Administrative Guidelines for BGSU Faculty Recruitment*](#), also located in *Section One*, provides a quick summary reference to these six steps.

Sections Two through *Thirteen* of the manual present supporting materials that include template letters, position-description models, and checklists that demonstrate required procedures and offer content and formatting suggestions to assure information is conveyed clearly, concisely, and in accordance with institutional mandates. Requisite forms and routing instructions complete the process.

Links are provided to individual documents and forms from the [*Table of Contents*](#) and from the text in [*Section One: Overview of the Faculty Recruitment Process*](#). Forms can be filled out electronically, but must be routed manually for signatures and approval. Model letters are provided in PDF files, for reference, and in Word documents, for use as templates.