



Bowling Green State University

Faculty Opportunity Program Application and Hiring Guidelines

The process for hiring through the Faculty Opportunity Program must remain flexible to accommodate the different ways in which candidates are identified and the specific timeframes within which decisions are made. The guidelines presented here assure that all necessary information is provided to the appropriate offices for review and approval. The order of the steps taken may vary depending on the individual hiring case. In all cases, however, approval rests with the joint concurrence of the Provost and Director of the Office of Equity and Diversity.

1. Chair/Director contacts candidate to:
 - Express BGSU interest in learning more about the candidate without making any promise of employment;
 - Discuss how his/her interests and qualifications would complement the vision and mission of BGSU; and
 - Request copy of vita and other relevant credentials.
2. Dean, Chair/Director and faculty review credentials. Discussion focuses on:
 - Candidate experience, qualifications, and potential for contributing to the unit;
 - Implications of hiring for long-range unit and college strategic plans; and
 - Feasibility of developing a hiring proposal for presentation to the Provost and Director of the Office of Equity and Diversity (OED).
3. Dean and Chair/Director develop proposal detailing compelling reason for by-invitation hire. Proposal includes:
 - Description of how candidate uniquely contributes to the unit/University;
 - Explanation of how the unit/college will benefit from the hiring;
 - Realistic estimate of start-up costs and potential funding sources; and
 - Plan for how the unit/college will assume fiscal responsibility for the position after the initial support of up to three years.
4. Provost reviews credentials and proposal for by-invitation hire. Vice Provost for Research reviews start-up request. If the proposal and request are approved, Provost forwards the credentials and proposal to the Director of the Office of Equity and Diversity for review.
5. With concurrence of the Provost, the Vice Provost for Research (if a start-up request is involved), and the Director of the Office of Equity and Diversity, the candidate is invited to BGSU for a full round of interviews with faculty, staff, and students.
6. Dean, Chair/Director and faculty assess candidate performance during interview and, in consultation with the Provost and Director of the Office of Equity and Diversity, make a hiring decision. Upon decision to hire:
 - Dean submits Faculty Position Authorization and corresponding Appointment Activity Record to OED to complete the file under review; and
 - Director of OED notifies Dean of final decision.
7. Continue with normal hiring procedures upon approval by the Director of the Office of Equity and Diversity.