

Approved as of April 20, 2023

Faculty Recruitment Procedure

(Note: This procedure does not apply to Visiting or Adjunct Faculty.)

The University's most valuable resource is the faculty and their intellectual talent and productivity. The process of hiring new faculty should be objective, rigorous, and all-inclusive to assure the best selection possible for the University. Potential contributions of the new hire to address programmatic needs of the University in teaching and research must be of primary consideration.

The process of hiring new faculty must follow the following steps:

- The faculty in an academic program or department identify areas of programmatic need in teaching and research.
- Early in the Fall semester, the Program/Department Chair prepares a position statement describing justification for the new faculty hire, emphasizing the desired teaching and research specialty areas of the candidate. These should be stated as broadly as possible.
- Before October 15, the Dean of the College convenes a meeting of Program Chairs to discuss new faculty position requests submitted by various programs or departments. A prioritized list is prepared considering the most urgent programmatic needs and possibly consolidating positions to eliminate duplication and overlap. The Dean prepares description(s) for the prioritized positions and submits it to the Provost.
- Before November 15, the Provost convenes a meeting of all the Deans' Council, where new faculty positions submitted by all colleges are discussed. Consideration is given to strategic priorities of the University, to budgetary constraints, and to the overall programmatic needs of the University. The Deans' Council makes a recommendation to the Provost on the positions to hire, which may be shorter than the sum of positions from all colleges.
- The Provost, in consultation with the CFO and the President, makes the final decision on new faculty positions to hire before December 15. No search can begin without the approval of the Provost.
- Exceptions to the timeline are possible as approved by the Deans' Council and the Provost.
- After acquiring Provost's approval, the academic program/department forms a Search Committee appointed by the Dean of the corresponding college. The Search Committee works with the Human Resources department to collect applicant documents. These are reviewed by the Committee members and a short list is prepared for further evaluation. The Committee conducts on-line or in-person interviews, leading to a shorter list of top candidates. Confidential letters of recommendation are sought from references provided by each of the top candidates from the shorter list. It is desirable to invite each top candidate to present an on-line or in-person seminar, where faculty and students of the program/department are invited to attend. The Committee then recommends to the Dean a ranking of the candidates considering input from faculty and students who attended the seminar or interviewed the candidate.
- The Dean and the faculty of the program/department review the recommended ranking of the candidates and decide on the top candidate in a formal meeting.

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- The Provost, in consultation with the Dean, negotiates an offer to hire the top candidate.

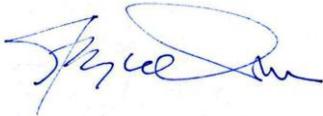
It is the responsibility of the Dean and the faculty of the academic program to conduct an open and thorough search to identify the best candidate for each faculty position. An open and thorough search is important for several reasons. First, it casts the net as widely as possible to identify the best candidate for a position. Second, it ensures that all persons, regardless of gender, race, age or other factors have equal opportunity to be considered fairly. Finally, such a search process establishes the chosen candidate as the best available person in the eyes of his/her new colleagues.

The Search Committee Chair will provide evidence to the Dean of an open and thorough search for each faculty appointment or explanation of the circumstances that forced an abbreviated process.

The new faculty search should commence early in the academic year. A thorough search includes broad advertisement of the position by (1) advertisements in academic and professional journals, (2) web postings, and (3) personal contacts. A sample announcement can be found [here](#).

Opportunity Hires: Occasionally, there is an opportunity to hire a prominent academic from a top international university, e.g., due to early retirement or other circumstances. Considering the high value of such faculty to AUA, it is possible to circumvent the above procedure in order to take advantage of the opportunity, which may be lost if the offer is delayed. In such cases, a meeting with the host Program/Department Chair and faculty and the Deans should be held to discuss the opportunity and its alignment with the strategic priorities of the University. Usually, a consensus of the Deans' Council is necessary to proceed with such hires. The final decision is made by the President in consultation with the Provost and the CFO. Recommendations for such hires can be made by the President, Provost, Deans, Program Chairs, or faculty members.

Approved by:



Armen Der Kiureghian

Interim President and Acting Provost