CHECKLIST FOR HIRING FULL-TIME FACULTY

Name of Candidate: ___________________________ Date: ______________________

____(1) Review the Faculty Hiring Policy (FHP) (http://policy.byu.edu/). The same hiring process applies for hiring both CFS-track and visiting faculty, and for changing non-CFS track faculty to CFS track positions (see FHP 3.15 and the Non-CFS track Academic Appointments Policy).

____(2) Send all hiring correspondence to the Associate Academic Vice President for Faculty (“AAVP-Faculty”) with a copy to the secretary of the AAVP-Faculty.

I. POSITION APPROVAL

____(1) Department (also, see #5): The Department submits the following to the Dean’s office for approval:

____(a) A proposed posting of the vacant position on BYU’s employment website, yjobs.byu.edu/hr (this YJobs posting replaces the Faculty Position Vacancy Form) (FHP 1.1; 3.2).

____(b) A memo from the chair justifying the retention of the position to be posted – FHP 3.2 (See Faculty Position Justifications). Instructions for justifying the conversion of a faculty position from professional to professorial or vice versa are outlined in FHP 3.11).

____(c) The proposed advertisement. Be sure to include one of the approved EEO statements and brief, relevant information regarding expectations for the professorial or professional faculty position (FHP 3.10; 3.11).

____(d) If this is a Professional Faculty position, include a detailed description (FHP 3.11). (see Professional Faculty Position Description).

____(2) Dean’s Office: If the Department’s request is approved by the Dean’s office, the Dean’s office submits the following to the AAVP-Faculty:

____(a) A justification email from the dean to the AAVP-Faculty;

____(b) The Department correspondence listed above; and

____(c) Advance the YJobs posting to the AAVP-Faculty level.

____(3) AAVP-Faculty: If approved by the AAVP-Faculty, all correspondence is forwarded to the AVP Council where the request is reviewed at the AVP Council’s weekly meeting.

____(4) AVP Council: If approved by the AVP Council, then the department is notified and the requested position is posted on YJobs.

____(5) Department: After the Department has been notified that the position has been posted, the Department may:

____(a) Advertise the position in appropriate publications (FHP 2.2).

____(b) Assign the department search committee to review applications (FHP 3.3).
II. PRELIMINARY CLEARANCE FOR CANDIDATE CONSIDERATION (CONFIDENTIAL)

Applications in YJobs are released to the department for preliminary consideration after an initial check is provided by Faculty Relations. Faculty Relation’s initial check can be as little as one or two days but occasionally requires additional time. Once the candidate is cleared by Faculty Relations for consideration and the Y-Jobs application is released to the department, the department is then authorized to consider whether it wishes to seek clearance to interview the candidate under the process described below.

If an applicant is not cleared for consideration, Faculty Relations or the AAVP-Faculty will notify the chair or dean and provide the chair or dean with the applicant’s contact information. Typically, in such cases, the chair should wait until eligible applicants are selected for interview before sending the same standard rejection letter to the person who was not cleared as well as to the other applicants whom the department has decided not to interview. Where circumstances do not permit such a standard rejection letter, the chair or dean should always consult with Faculty Relations or AAVP-Faculty about an appropriate response prior to communicating with the candidate (see Note 1 below).

NOTE 1: In cases where faculty candidates are not cleared for consideration, for interview or for hire by the university administration, the Church Board of Education, or the Board of Trustees, the reason(s) will be kept confidential. The chair or dean will only be notified by Faculty Relations or the AAVP-Faculty that the candidate cannot be considered at this time. Also, faculty should not assume that a denial is due to ecclesiastical reasons given there are multiple reasons why a candidate may not be eligible for consideration, interview, or hire. Faculty should not share with the candidate their speculations or discuss possible reasons why the candidate’s application was not cleared for further consideration or about the level of review on which the decision was made.

III. CLEARANCE TO INTERVIEW

(1) The search committee and department faculty review the YJobs applications that are eligible for consideration and then identify the two or three strongest candidates for each approved position (FHP 3.5). Confidentiality must be strictly maintained in these and other faculty hiring deliberations (FHP 3.8).

(2) The following actions are taken to obtain authorization to invite candidates to campus for interviews. Interviews with the AAVP-Faculty and a General Authority will not be scheduled until the following approvals and information are obtained:

(a) If the candidate is LDS, the department sends to the AAVP-Faculty a completed Request for Ecclesiastical Clearance & Clearance to Interview Candidate for a Full-time Faculty Position FHP 1.2; 1.3). This will initiate:

i) an ecclesiastical clearance with the candidate’s current bishop;
ii) a background check; and
iii) a review by the Office of the Commissioner of Church Education (“Commissioner”).

(b) If the candidate is not LDS, the department sends to the AAVP-Faculty a University Standards Compliance Form completed by a dean or associate dean, together with a justification memo from the chair. This will initiate:
i) a background check; and
ii) a review by the Commissioner.

(3) If a clearance to schedule interviews is granted by the university administration and the Commissioner, the department or college will be notified by Faculty Relations.

(4) Applicants who are not selected for interviews or not cleared may be notified at this time or when the eventual incumbent is selected, at the discretion of the chair or dean. The principles of confidentiality outlined in Note 1 apply to such conversations or other notifications.

(5) Prior to scheduling interviews, the department must send to the AAVP-Faculty the following:

(a) Two samples of the candidate’s writing (neither to exceed 10 pages);
(b) Three letters of recommendation, requested by the department (not the candidate). Sometimes these letters may be obtained later in the hiring process for faculty candidates at other universities who are discretely exploring BYU employment options.

Letter received from ________________________________
Letter received from ________________________________
Letter received from ________________________________

(c) Student evaluations and comments if the candidate previously taught at BYU.

IV. CAMPUS VISIT

Once the department or college is notified by Faculty Relations that clearance to interview has been granted by the university administration and the Commissioner, the department or college may notify the candidate of the process status and schedule interview and travel arrangements – but NEVER prior. Once the department has received notice of clearance to interview, the following procedure applies:

(1) The department emails proposed dates and times for interviews to the AAVP-Faculty secretary:
   a) AAVP-Faculty interview: ________________________________

   b) General Authority interview: ________________________________

(2) Two weeks before these interviews, the Office of the AAVP-Faculty sends to the candidate the following materials to review: “BYU Mission Statement & Aims of a BYU Education” pamphlet, the Honor Code & Dress and Grooming Standards, the Academic Freedom Policy, the Conflict of Interest and Conflict of Time Commitment Policy, and Section 3 from the Rank and Status Policy (or excerpts from Section 6 if Professional Faculty). Section 4 from the Rank and Status Policy is also sent if the candidate is being considered for a Continuing Faculty Status (CFS) track position.

(3) The department is responsible to schedule the candidate’s job talk and teaching presentation, interviews with the department search committee, department faculty, the dean, and the AAVP-Faculty, and to arrange for travel and lodging (FHP 3.6). Going through the BYU Travel Office is encouraged.
(4) Prior to any interviews, the department should review the appropriate interview protocols and the legal aspects of interviewing. (See Interview DOs and DON'Ts.) Common courtesy should be shown to candidates through reasonable, ongoing communications, by carefully organizing schedules (e.g., hosting meals with faculty), etc. (See Hosting Candidates for additional guidelines.)

(5) The Faculty Hiring Policy requires that all faculty candidates perform a teaching demonstration to students with department faculty present. The candidate’s teaching is then evaluated by those students and faculty (FHP 3.6).

(6) Before a faculty candidate can be considered further for hire after their interviews, the department must receive an additional clearance notice from the AAVP-Faculty or Faculty Relations following the candidate’s interviews with the AAVP-Faculty as well as the General Authority. The chair or dean will be contacted by Faculty Relations or the AAVP-Faculty. If the chair or dean is informed a candidate may not be considered further, the candidate should be notified in accordance with the principles of confidentiality outlined in Note 1.

V. REQUESTS FOR CLEARANCE TO HIRE

If the department receives additional clearance to consider a candidate further following the AAVP-Faculty and General Authority interviews, the candidate is then eligible for consideration by the department search committee, the faculty, and the chair and dean. Procedures outline in sections 3.7 and 3.8 of the FHP are to be followed while maintaining strict confidentiality about faculty votes and deliberations. If a candidate receives a favorable recommendation from the department and college, the following procedure applies to request clearance to hire the candidate:

(1) The college requests the AAVP-Faculty secretary to add the candidate’s name to the next memo being sent to the Church Board of Education and Board of Trustees for approval at their next respective meetings.

(2) The department notifies the AAVP-Faculty secretary to close the position in YJobs (if not already closed).

(3) The dean, or an authorized designee, sends to the AAVP-Faculty secretary an email attachment (a Microsoft Word document, not a ‘.pdf’) with a brief summary of the college’s interview of the candidate compared to the department recommendations described below.

(4) The department chair, or an authorized designee, sends to the AAVP-Faculty secretary an email attachment (Microsoft Word document, not a ‘.pdf’) requesting clearance to hire. This email should contain essential information necessary for the AAVP-Faculty to complete the Clearance to Hire document that will be forwarded to the AVP, President, Church Board of Education and Board of Trustees. It should be submitted no later than the monthly due date specified in the Clearance to Hire Calendar provided by the AAVP-Faculty secretary. The email should include the following information:

(a) Evidence of a careful search;

(b) Evidence that the person selected is among the best candidates available for the department, college and university for the position that was approved by the AVP Council earlier;
(c) Evidence that the candidate has strengths that will promote the department's mission;

(d) Evidence that the candidate teaches well. This should include supporting statements of those familiar with the candidate’s teaching abilities, course ratings, representative student comments (if available) and a summary evaluation of the required BYU teaching presentation to students;

(e) A two or three-sentence description of the candidate’s scholarly expertise, worded in a manner that can be understood by those not familiar with technical terms of the discipline and, when applicable, evidence the candidate is capable of producing high quality scholarship and;

(f) Any additional information that would help the AAVP-Faculty describe the candidate to the AVP, the President, and Board levels.

(5) If the department is seeking permission to hire a visiting faculty in a ‘visitor replacing visitor’ position, include an explanation for why the current visitor (include name) is being replaced and a justification for why the new visitor is perceived to be a good replacement.

(6) If a department is seeking to extend an appointment for a visiting or temporary faculty, it should provide the following information:

(a) Current ward information so the ecclesiastical reference can be updated;

(b) The date the individual was originally hired (there is a three-year maximum for temporary and visiting faculty);

(c) The reason(s) why a renewal is being requested;

(d) A summary of the faculty member’s teaching and other responsibilities;

(e) How the faculty member has performed as a teacher (e.g., Course and Instructor ratings, etc.);

(f) How the faculty member has been supportive of the university’s aims and mission; and

(g) Whether the faculty member is viewed as a good citizen within the department.

(7) Once the above information is received, the AAVP-Faculty summarizes it on the Clearance to Hire document and requests authorization from the President and Board levels to extend the faculty member’s appointment.

(8) While waiting for the decision from Board levels, the department or college sends to the AAVP-Faculty:

(a) A Request for Appointment of New Full-Time Faculty Member form for approval of the proposed salary and rank, etc.

(b) A draft of the offer letter (please follow the Offer Letter to New Faculty – Basic Form). Teaching loads reflecting department norms, including spring and summer terms, must be specified. Reduced loads are only allowed in the first year to assure an adequate teaching
NOTE 2: Care should be taken in communications with a faculty candidate during the period between a favorable recommendation from the faculty, department, and college but prior to receiving final clearance to hire from the Church Board of Education and Board of Trustees. It is important that both the candidate and our own faculty understand that a favorable faculty vote is only a recommendation and not a final decision. No express or implied offer to hire may be made to a candidate prior to final approval from the Board levels, nor should candidates be told that they have been recommended for hire by the department and college. In communicating with a candidate who inquires about their status during this waiting period, it may be helpful to say something like: “There is a high level of interest, but we don’t know for sure how things will turn out until the multi-level review process is completed.” Although candidates with other offers may press for something more definitive, we cannot provide it. These candidates will need to weigh for themselves any risk of passing on another offer while waiting for the entire process to be completed at the university administration and Board levels. If a candidate is not cleared for hire sometime in the process after being recommended by the department, the candidate should be notified in accordance with the principles of confidentiality outlined in Note 1. Serious problems have arisen when candidates have been told by department faculty that they have been recommended for hire, and then been denied at some other level for unforeseen reasons.

IV. FINALIZING HIRE

After the AAVP-Faculty secretary notifies the department that the Board levels have approved the candidate for a faculty appointment:

_____ (1) The department may notify the candidate that an offer letter is forthcoming and the details of the offer may be negotiated with the candidate. However, an offer letter, including salary and rank and status review timeline, is not finalized until it has been approved by the AAVP-Faculty (see V.6.8b above). With the exception of programs having large numbers of professional faculty who have generalized performance expectations particular to their disciplines (e.g., Library, Nursing), offer letters for professional faculty must include the approved Professional Faculty Position Description that outlines specific expectations that will be utilized in performance reviews (see FHP 3.11 and section 1.1D of this document).

_____ (2) The AAVP-Faculty reviews and approves or suggests revisions to the final offer letter.

_____ (3) The department or college sends the approved offer letter to the candidate (with an original for the candidate to sign and return and a copy to keep).

_____ (4) When the department receives the candidate’s signed offer letter, it should:

_____ (a) Copy the letter for the department or college file;
(b) Send the original, signed offer letter to the AAVP-Faculty; and

(c) Review the applicant list on the YJobs website and ensure that each rejected applicant has received a letter thanking him/her for their interest and advising them that another candidate was hired.

(5) The status of each applicant on the YJobs website must be updated. Their final status will be either “offer accepted” or “not hired–no email.” (“No email” is necessary so that the individual does not receive the initial electronic rejection letter).

(6) At this time the department can submit a Request for Reimbursement form for the expenses of two candidates per position. The form sets out what expenses can be reimbursed to the department by the AAVP-Faculty’s office.

(7) The Office of the AAVP-Faculty sends the new faculty member a contract, I-9 information, moving information (if applicable), procedures to follow upon arrival, etc.

(8) When the signed contract is received by the Office of the AAVP-Faculty, the college is sent a copy of the Notification of Full-Time Faculty Employment form (also called the “hire slip”) and begins making preparations for the arrival of the new faculty member (e.g., phone, computer access, keys, signature authorization, inventory, etc. (see New Faculty Orientation Checklist).

For further information contact the Office of AAVP-Faculty, ext. 2-3567.

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