

VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY
UNIVERSITY LIBRARIES

Library Faculty Association

Faculty Hiring Procedures

Revised 2015

By the
LFA Hiring Document Task Force

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1 AUTHORITY

This document details policies and procedures for recruiting and hiring library faculty. The *University Libraries Procedures for Promotion and Continued Appointment* also applies in matters of faculty rank and continued appointment status at initial appointment. To the extent that University Libraries' procedures do not fit a particular case, candidates and other participants in the process should consult the *Virginia Tech Faculty Handbook*, [chapter 2](#) (Employment Policies and Procedures for All Faculty). The Virginia Tech human resources "Recruitment Guide" should be consulted as the definitive guide for hiring practices.

1.1 Principles of hiring

The University Libraries conduct searches and make hiring decisions based on the principles of hiring at Virginia Tech, as defined by human resources and the Faculty Handbook. As a general practice, the University Libraries advertise permanent positions through an aggressive national search process, with only a few exceptions (e.g. internal searches/administrative transfers which result in changes in duties). Virginia Tech and the University Libraries are committed to the recruitment and retention of a diverse faculty.

1.2 Definitions

For this document, supervisor is the position directly above that of the position that is being filled. Directors oversee the operations of the department, and may or may not also be the supervisor of the position being filled.

1.3 Determining the scope of the position, the search process, and the candidate pool.

When a vacancy occurs, the supervisor, director, and dean of libraries consult to determine how the vacancy will be handled. It is standard procedure to conduct a national search for all full-time, regular positions. In some cases, the dean or his/her designee may limit the search to an internal pool or request a search exemption.

2 DESIGNATION OF VACANCY

The director in whose department the vacancy exists will submit position descriptions to the Dean's Office. The position description will form the basis for developing the position advertisement. The director will normally chair the search committee.

Vacant positions may be designated as noted in [chapter 2](#) of the Faculty Handbook as:

- continued appointment track ([chapter 4](#): Employment Policies and Procedures for Faculty with Continued Appointment or on the Continued Appointment-Track);
 - part-time appointments are allowable under Faculty Handbook section 4.4.1.
- non-continued appointment track ([chapter 7](#): Employment Policies and Procedures for Administrative and Professional Faculty);
- restricted appointment ([chapter 5](#): Employment Policies and Procedures for Non-Tenure-Track Instructional Faculty).

3 RECRUITMENT PROCEDURES

The position description is reviewed and updated by the supervisor. New positions and changes to current descriptions are brought to the dean for approval. Positions should be brought to Library Council (LC) for discussion to insure that all areas of the library affected by the position are aware of any administrative changes.

Position advertisements are developed in the dean's office and are based upon the position description. The advertisement is reviewed by the department director before it is submitted for publication. According to university policy (Human Resources):

Units should develop strategies for attracting high-quality, diverse applicant pools. Advertising is one mechanism for accomplishing this. Advertisements for a specific position should be placed in sources that most potential applicants would utilize. This may include print media, web-based, and electronic communications, and will vary depending upon the position.

3.1 Phone Interviews

Candidates selected to move on to the next phase of the interview process will go through a phone interview for further screening. Phone interview questions are created by the committee. All candidates, including internal candidates, must go through the identical process and be asked the same core questions. Phone interview questions will be kept as part of the documentation for the search. The phone interviews will be scheduled by the library personnel office.

The committee will select candidates from the phone interviews, and normally bring in two or three candidates for on-site interviews.

3.2 On-site Interviews

Candidates selected to move on to the next phase of the interview process will be invited for an on-site interview. The components of on-site interviews will vary based on the vacancy, but all must include a question and answer session between the candidate and the search committee and a public presentation. On-site interview questions are created by the committee and will be kept as part of the documentation for the search. The committee will create a topic for the public presentation that will be used by all candidates for the position. The chair will announce the times and dates of the public presentations. The chair will solicit feedback from all individuals who have interacted with the candidate throughout the on-site interview.

The chair works with the library personnel office and the dean of libraries to schedule candidate interview dates and the daily schedule for the on-site interviews. On-site interview schedules must include the same components for all candidates for a given vacancy, including internal candidates.

If no candidates meet the criteria for the position, or any candidates remove themselves from consideration, the committee may revisit the list of candidates from the phone interview pool or recommend the position be reexamined or re-advertised.

4 SEARCH PROCEDURES

4.1 Search Committee

A search committee will be formed for each advertised faculty position.

4.2 Composition

The dean appoints the chair of the committee, normally the director of the department in which the vacancy exists. The chair shall consult with directors and/or immediate supervisors before nominating faculty and staff to serve on search committees. The number of members and makeup of members on search committees may vary.

In general, search committees will represent a cross-section of the library. Committee members should have some interaction with or knowledge of the role the position has in the library.

Search committees for positions at or above the director level will have at least one director in its membership. All search committees will have one or more faculty from the department in which the vacancy exists; one or more staff members from the department in which the vacancy exists; and one or more faculty from another department. For positions that have a supervisory capacity, at least one member of the search committee must be a direct report.

After consultation with the dean, the chair may ask a faculty member from the university community to serve on the search committee when appropriate.

The chair will consult with the dean to finalize the list of members in accordance to the above guidelines to serve on the search committee. The chair and the dean are both responsible to ensure the committee make-up conforms to university policy.

As the committee is advisory to the dean, the dean does not serve on library search committees. Associate and assistant deans may serve on a search committee if they are not serving as interim dean.

4.3 Responsibilities

4.3.1 Chair

The chair schedules meetings of the search committee and leads the committee in their responsibilities, which include: reviewing candidate files according to a timely schedule; contacting references; soliciting input about the candidates from library faculty and staff; and

forwarding committee recommendations to the dean. The chair works with the University Libraries personnel office to arrange candidate interviews.

The chair is responsible for documenting the committee's activities and turning the documentation over to the library personnel office when the search is concluded. Required documentation includes:

- minutes of committee meetings (summary of decisions and discussion);
- interview criteria such as interview questions and presentation topics;
- copies of any correspondence between committee and candidate(s);
- summary of decisions for those not considered for the position at each stage of the interview process;
- list of candidates under consideration, with reasons for consideration;
- list of recommended candidate(s) for the position, with rationale(s) for hiring

Additional documentation may be required by the dean, library personnel office, or the university.

4.3.2 Search committee

The search committee is advisory to the dean.

The responsibilities of the search committee members include: actively participating in committee meetings; reviewing the applications; recommending candidates to be interviewed; participating in the interviews of the candidates; and recommending qualified candidates for the position advertised.

All deliberations of the search committee are confidential.

4.3.3 Library Personnel Office

The responsibilities of the University Libraries' personnel office include: placing position advertisements; making applications available to committee members; maintaining search files; assisting with arrangements for interviews; coordinating with candidates for travel arrangements and reimbursements; insuring that human resources guidelines and the Library Faculty Hiring Procedures are followed; and making the vitae of finalists available to library faculty and staff before interviews.

The University Libraries personnel office will be responsible for maintaining all hiring documentation that is required by the university. These include but are not limited to:

- list of candidates interviewed for position;
- copy of position ad with places and dates ad appeared;
- complete application for the selected candidate;
- list of search committee members;
- minutes and recommendations by the search committee;
- copies of approved travel forms and documentation for candidates

The library personnel office will work with university Human Resources to manage vacancies listed on the university's central administrative database. Usernames and passwords for the position will be supplied to the University Libraries' personnel office. The personnel office will make this authentication available to the chair of the search committee to share with the search committee.

4.3.4 Library Faculty Association Executive Board

A representative from the LFA executive board meets with candidates to describe the role of library faculty within the University Libraries and the university governance structure.

4.3.5 Library Promotion and Continued Appointment Committee

The library promotion and continued appointment committee has two roles:

1. a representative meets with all candidates, both CA track and non-CA track, to describe the promotion and continued appointment procedure
2. for positions on the CA track, the dean will consult with the University Libraries Promotion and Continued Appointment Committee (P&CA Committee) to receive a recommendation on the rank to be offered to a prospective hire. The criteria detailed in the *University Libraries' Policies for Promotion and Continued Appointment* will guide the P&CA Committee's deliberations in these cases.

4.3.6 Dean of Libraries

The dean:

- appoints members of the search committee;
- approves the candidates to be interviewed;
- meets with the candidates;
- selects, with advice from the search committee, the successful candidate and the rank of appointment, or decides when a vacancy needs to be reexamined or re-advertised;
- consults with the director(s) of the unit(s) on salary and level of appointment to be offered;
- extends a formal offer of appointment.

APPENDIX A: Additional resources

Virginia Tech Human Resources:

- Recruitment Guide: <http://hr.vt.edu/mynexthire> (requires PID/password to access)
- People Admin training and user manuals: <http://www.hr.vt.edu/applicationsupport> (requires PID/password to access)

VTAdvance:

- Resources for Search Committees:
http://www.advance.vt.edu/resources_links/search_committees/resources_for_search_committees.html

Virginia Tech Faculty Handbook:

- http://www.provost.vt.edu/faculty_handbook/faculty_handbook.html