Part-time Faculty Recruiting and Hiring

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GUIDELINES FOR RECRUITING AND HIRING PART-TIME FACULTY

RECRUITING
LMU’s academic departments and programs employ recruiting practices that are designed to achieve inclusive excellence while promoting LMU’s distinctive mission and identity. This entails seeking out professionally outstanding and culturally diverse candidates who are supportive of, and will contribute to, LMU’s mission as a Catholic/Jesuit/Marymount university: individuals who share our commitment to academic excellence, the education of the whole person, and the building of a just society. Recruiting process is not subject to the full-time tenure track, university level vetting process. Below are recommended guidelines for academic departments and programs and their respective leaders to guide the recruiting procedures for part-time faculty positions.

Position Announcements:
The position announcement is written at the department or program level. The announcement is shared with department faculty and approved within the respective Dean’s Office, to ensure that the announcement incorporates template language used for all faculty about commitment to mission and inclusiveness. Once approved by the respective Dean’s Office the announcement is posted on the LMU Human Resource (HR) website. Generally, the position announcement is posted on the LMU HR website at least two weeks prior to the hiring decision. The LMU HR website serves as a central place to post information and maintain a ready applicant pool for departments and programs. HR updates the site as new openings emerge. HR posts the general invitation to applicants to submit information relative to openings.

Part-time faculty announcements should include department/program job title (lecturer, writing instructor, etc.), job responsibilities, minimum requirements, additional knowledge, skills, and abilities required or preferred. The position announcement and specifications should be aligned with needed departmental courses and curriculum. In this regard, departments or programs are encouraged to have regular and timely departmental conversation (i.e. department meeting, email exchange, etc.) about needs, criteria, and the processes for application review.

The respective Dean’s Office is responsible for the posting of position announcements including: communicating content, posting timelines, and maintaining currency of Position Announcements with Human Resources.

The following materials are required of applicants responding to the Position Announcements and must be submitted through the HR website:

- Curriculum vitae
- References
- Degree/Professional Expertise Verification
- Evidence of teaching experience (if applicable), type of evidence to be determined at department or program level
Ongoing Review of Applicant Pool:
Department Chairs, Program Directors, or their designee(s) review the applicant pool as positions emerge and needs arise, thus providing departments and programs with a broader pool of applicants to consider.

HIRING
Hiring decisions should be consistent with LMU’s commitments to mission, seeking professionally outstanding, culturally diverse candidates who are supportive of and will contribute to LMU’s mission as a Catholic/Jesuit/Marymount University. Hiring should involve an opportunity for department faculty input and take place in a timely fashion consistent with HR timelines. Below are guidelines for Department Chairs, Program Directors, or their designee(s) to guide their initial hiring of part-time faculty.

The Department Chair, Program Director, or their designee(s) identifies the most qualified applicants and makes initial contact to gauge availability and interest through an initial phone interview and/or letter or electronic correspondence. A second interview is conducted in-person or via technology (Skype, Zoom, etc.) if this candidate resides at a distance during the period of interview. Candidates are selected according to the criteria found in the position announcement. In cases where a specific expertise or unique professional experience outside the academic environment is essential to the curriculum, and approved by the Dean, Department Chairs, Program Directors, or their designees may specify a “uniquely qualified candidate.”

Selection of the successful applicant is made according to the specific criteria found in the position announcement, and the selection is made by the Department Chair, Program Director, or their designee(s) concerning these general criteria:

- The applicant’s familiarity with and commitment to LMU Mission is evident
- The applicant’s academic and professional expertise aligns with curricular needs
- The applicant demonstrates evidence of, or potential for, effective teaching

Once part-time faculty have been identified by the Department Chair, Program Director, or their designee(s), the respective Dean’s Office will communicate with HR in order to generate a contract in a timely manner.

Once the hiring process is complete, the Department Chair, Program Director, or their designee(s) will notify the department in a timely manner and as appropriate. The Department Chair, Program Director, or their designee(s) will also contact the successful applicant with pertinent information about duties and responsibilities, as well as resources for new faculty orientation.

Flexibility in Hiring:
- Emergency: In situations when expediency is required due to a faculty emergency and/or a late notice need to hire, the Department Chair, Program Director, or their designee(s) will be responsible for carrying out the hiring process.
• Opportunity: In the case of a part-time faculty opportunity hire of a person of national/international reputation, extraordinary expertise, or renown in the field, the process for hiring may differ, but that process must go forward only with the permission of the Dean.

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Annual Report on Recruiting and Hiring Part-Time Faculty

At the conclusion of each academic year, the Department Chair, Program Director, or designee will provide the following information (normally, in concert with the annual report) and send it to the Dean.

Department: ________________ College/School:
______________ Year: ________

Part Time Faculty position(s) in the following area(s): ________________________

Position announcement developed (Date) __________

Position announcement posted on HR web site (Date) __________

Application(s) received (number) __________

Completed application(s) received (number) __________

Applicant(s) interviewed/contacted (number) __________

Applicant(s) hired:

Summer: ________ (number)

Fall: ________ (number)

Spring: ________ (number)