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## **FACULTY RECRUITMENT AND HIRING**

### **POLICY FRAMEWORK:**

- I. All faculty hiring must always comply with all applicable labor laws and regulations.
- II. Only the Chief Academic Officer, acting with the knowledge and approval of the President, may initiate, pause, or stop faculty recruitment for any faculty position.
- III. The Chief Human Resource Officer will develop, implement, and manage the faculty recruitment and hiring processes and procedures with input from the Chief Academic Officer.

### **PROCESSES AND PROCEDURES:**

The procedures set forth below apply to the recruitment and hiring of faculty members.

#### **Recruitment of Faculty**

1. The decision to recruit faculty lies with the Chief Academic Officer acting with the knowledge and permission of the President. When the decision to recruit is made, the University will advertise for either a full-time position or a part-time position. The final decision to advertise for and offer a full-time or a part-time position will be at the sole discretion of the President.
2. Prior to announcing a faculty vacancy, there should be agreement among all responsible parties on each major element of the position (e.g., rank, salary), how the position relates to the department's likely needs for the future, the expectations concerning the professional work of the faculty member(s) being recruited, and the resources that will be provided to help the faculty member(s) meet those expectations.
3. When the determination to conduct a search and advertise for a full-time or a part-time position is made, the Chief Academic Officer will approve the selection committee consisting of faculty members of the discipline, a faculty member from outside the department, and any others that are deemed necessary to make an adequate committee. Participation in hiring/selection committees is open to all members of the department but not mandatory.

4. All announcements for faculty positions should be clear concerning rank, whether the availability of the position is contingent upon funding or other conditions, teaching expectations, and requisite experience and credentials. Criteria and procedures for reappointment, promotion at the institution, as well as other relevant information, should be made available to all interested candidates upon request.
5. The search committee, in consultation with the Chief Academic Officer will prepare the job description, screen applicants, check references, arrange for campus visits of final applicants, and recommend to the Chief Academic Officer, who in turn recommends to the President, a candidate for appointment.
6. Interested candidates should have reasonable time from the date of position announcement to submit their applications.
7. Adjunct faculty and visiting faculty have a different affiliation with the institution and, consequently, the search process may be conducted with less intensive use of University time and resources. Efforts will ordinarily be made to identify multiple qualified candidates. As with all hiring, offers of faculty employment may be extended to candidates only after the approval of the President or with the approval of the Chief Academic Officer when authorized to do so by the President.

#### **Confidentiality, Interviews, and the Final Decision**

1. NewU takes extensive measures to protect the privacy of the candidate by preserving the confidentiality of the information it receives regarding the candidate. The University also expects that candidates will similarly respect the confidentiality of the process. Candidates should not request or seek to discover confidential information from individuals within or outside the University who may be involved in the review process, either while the process is underway or after it has concluded. Any questions regarding the process, its timing, or its eventual outcome, should be discussed with the department Chair or The Chief Academic Officer.
2. Those who participate in the interview may not engage in any discriminatory treatment of candidates. All communications with the candidates concerning the position should be consistent with the information stated in the announcement for the position.
3. Candidates for faculty positions should disclose in a timely fashion any conditions that might materially bear upon the institution's decision to offer the appointment (for example, unusual moving costs, a delayed starting date, or the intention to retain an affiliation at the institution with which the candidate is currently associated).
4. If candidates request information about the progress of the search and the status of their candidacy, they should be provided with the information to the extent possible.
5. The NewU's decision about which candidate will be offered the position should be consistent with the criteria for the position and position duties as stated in the announcement of the vacancy. If the selection of the final candidates will be based on significant changes in the

criteria for the position or its duties as stated in the original announcement, the institution should start a new search.

6. The final decision to offer a contract is made by the President, and the Chief Human Resources Officer (CHRO) shall have the authority to review all hiring recommendations to ensure that appropriate standards and procedures have been followed. The CHRO also has the final responsibility to ensure that all recruitment procedures are in accordance with U.S. law.
7. The institution may wish to provide informal notification to the successful candidate of its intention to offer an appointment, but the formal offer itself should be an At-Will letter signed by the President. "Oral offers" and "oral acceptances" may not be considered binding, but communications between the successful candidate and those representing the institution should be frank and accurate, for significant decisions are likely to be based on these exchanges. The Offer Letter should be given to the candidate within ten days of the institution's having conveyed an intention to make the offer; a candidate should be informed promptly if the offer is not to be forthcoming within ten days.
8. The terms of an offer to an individual should be consistent with the announcement of the position. Each of the following should be stated clearly in the letter offering an appointment: (a) the initial rank; (b) the salary and benefits; (c) the duties of the position; (d) as applicable, the institution's "startup" commitments for the appointment (for example, equipment and laboratory space); (e) the date when the appointment begins; (f) the date by which the candidate's response to the offer is expected, which should not be less than two weeks from receipt of the offer; and (g) details of institutional policies and regulations that bear upon the appointment. Specific information on other relevant matters also should be conveyed in writing to the prospective appointee.
9. An offer of appointment to a faculty member serving at another institution should be made no later than May 1, consistent with the faculty member's obligation to resign, in order to accept other employment, no later than May 15. It is recognized that, in special cases, it might be appropriate to make an offer after May 1, but in such cases there should be an agreement by all concerned parties.
10. The acceptance of a position is a written, affirmative, and unconditional response sent by the candidate to the institution no later than the date stated in the offer of appointment. If the candidate wishes to accept the offer contingent upon conditions, those conditions should be specified and communicated promptly in writing.
11. If the candidate wishes to retain an affiliation with his or her current institution, that circumstance should be brought promptly to the attention of the current institution and NewU.
12. Individuals who accept an appointment should arrive at the institution in sufficient time to prepare for their duties and to participate in orientation programs.

**[End]**