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Policy Owner: Chief Academic Officer
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FACULTY RECRUITMENT AND HIRING

POLICY FRAMEWORK:

- I. All faculty hiring and contracting 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 develops, implements, and manages the faculty recruitment processes and procedures with input from the Chief Academic Officer.

PROCESSES AND PROCEDURES:

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

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 the position on Indeed.com and/or other popular recruitment platform(s). The final decision to advertise for and offer a 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., type of employment, course, section(s), compensation), 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 position is made, the Chief Academic Officer will work with the Chief HR Officer, the President, and optional other faculty at the discretion of the Chief Academic Officer, to review applications, shortlist candidates, and recommend finalist(s) to the President.
4. All announcements of open faculty positions should be clear on the teaching location, type of employment, compensation, required qualifications and skills, whether the availability of the

position is contingent upon funding or other conditions, teaching expectations, and requisite experience and credentials. The University aims to secure qualified faculty, and at a minimum requires a Master's degree or relevant professional experience in the appropriate subject matter or field. Additional information may be made available to interested candidates upon request at NewU's sole discretion.

5. Interested candidates should have reasonable time from the date of position announcement to submit their applications.
6. Efforts will ordinarily be made to identify multiple qualified candidates. As with all hiring, offers of faculty engagement 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 the Chief Academic Officer.
2. Those who participate in an 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, a request for a delayed starting date, known future conflicts during the term of the engagement, conflicts of interest, or other material information which may impact NewU or the candidate's ability and fit to serve as a faculty member at NewU).
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 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.
6. The institution may wish to provide informal notification to the successful candidate of its intention to extend an offer, but the formal offer itself should be in writing. "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 document with the offer

should be provided to the candidate within 10 (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.

7. The terms of an offer to an individual should be consistent with the announcement of the position or with subsequently mutually agreed terms. Specific information on other relevant matters also should be conveyed in writing to the prospective faculty.
8. Individuals who accept a faculty offer at NewU should participate in onboarding and other activities as required by the Chief Academic Officer or the President and shall prepare for their duties in advance of the official start date of their engagement.

[End]