



**BOISE STATE UNIVERSITY**

SCHOOL OF PUBLIC SERVICE  
*Office of the Dean*

## **Hiring Guidelines for Tenured and Tenure-track Faculty School of Public Service**

Revised July 2019

### Introduction

The School of Public Service Dean, in consultation with the Faculty Director(s) and Program Leads, determines hiring priorities in the school when (1) vacant positions arise or (2) when new funding becomes available for additional tenure-track faculty lines.

### Pre-Search Administrative Procedures

The Associate Dean will work with the administrative assistant assigned to SPS faculty hiring to complete the paperwork needed for re-filling a vacant position (ROF) or establishing a new position (BPAR).

Once the hire is approved, the Faculty Director(s), in consultation with the hiring Program(s) Lead(s), will appoint a faculty committee to draft ads/position descriptions prior to the regular search cycle. Proposals will be sent to the Faculty Director(s) for feedback. Once agreement is reached, the Faculty Director(s) will send the ad to the Dean for final approval.

The Faculty Director(s), in consultation with the hiring program(s) Lead(s), will appoint the search committee chair as well as search committee members prior to the regular search cycle.

Search committee chairs and the administrative assistant assigned to SPS faculty hiring will utilize HR's "Faculty Hiring Process" steps as delineated at <https://hrs.boisestate.edu/talent-acquisition/tenure-track-faculty-boise-state-way-of-hiring/>

### Search Committee Composition

Search committees in the School of Public Service are composed of (1) a non-voting search committee chair, (2) a minimum of two faculty members from the hiring program(s), (3) and at least one faculty member unaffiliated with the hiring program(s).

All search committee members shall be either tenured/tenure-track faculty in the School of Public Service or tenured/tenure-track faculty affiliated with the School of Public Service. Faculty members whose primary appointment is in another academic unit on campus are eligible to serve as voting members if they are affiliated with the School of Public Service (for example, in a Program Lead role).

Search committee chairs shall be tenured/tenure-track faculty in the School of Public Service or tenured/tenure-track faculty affiliated with the School of Public Service. Chairs are non-voting members of the committee.

### Search Process

The search committee chair and the Faculty Director(s) will work collaboratively to ensure that reasonable timelines are met, including the publishing of the job ad and the creation of a short list of candidates for on-site interviews at Boise State.

The search committee chair will be assisted in all phases of the search process by the SPS administrative assistant assigned to the faculty hiring process.

Before participating on a search committee (either as a chair or as a member) faculty must complete all HR mandated trainings.

The initial meeting of the search committee will be the "Charge Meeting," where the Faculty Director(s) will define the expectations for the search and ensure that the search is in line with the School's mission and vision.

The search committee will establish a reasonable timeline for initial review of applicants and may create first a long list of candidates for review based on qualifications in the job ad. At the discretion of the search committee, phone interviews/Skype interviews may take place with these candidates.

This long list of candidates will be circulated to all tenured/tenure-track faculty in the School of Public Service and a meeting will be scheduled to collect their feedback.

Using the SPS feedback, and their own assessments, the search committee will work to ultimately create a short list of candidates for on-campus interviews.

### On Campus Interviews

When possible, on campus interviews will be two-day visits to include interviews with tenured/tenure-track faculty members from the hiring program(s), interviews with other SPS faculty, an interview with the Faculty Director(s), an interview with the Dean and/or Associate Dean, a research colloquium (open to all SPS faculty and staff), a group interview with students (when appropriate), a group interview with advisory board members/government agency/personnel (when appropriate), a campus tour, city tour and/or an exit interview with the search committee.

The search committee chair will work with the administrative assistant assigned to faculty hiring to create the itineraries of candidates coming to Boise State for on-site interviews. Itineraries should be provided to the Faculty Director(s) for feedback and then shared with all SPS faculty. Specific invitations to job talks and related events will be sent, along with the job description and other contextual information, to all faculty by the administrative assistant assigned to faculty hiring.

## Post Campus Feedback

At the conclusion of all interviews (or after each interview, at the discretion of the search committee), feedback about the candidates will be solicited from SPS tenured/tenure-track faculty through an in person meeting that interested faculty can attend, or through written feedback from faculty unable to attend.

Using SPS feedback and their own assessments, search committee members will deliberate and provide a rank ordered list of acceptable candidates to the Dean. The search committee may recommend that one or more candidates are not acceptable. A brief statement outlining the committee's assessment of each of the candidates and the reasons as to the order of the candidates is required.

## The Hire

The Dean of the School of Public Service will forward the recommendation of the search committee to the Provost with the Dean's recommendation.

Upon the Provost's approval, the Dean will extend the hire offer to the chosen candidate. The Dean will provide ongoing updates on negotiations to the Faculty Director(s) and the search committee chair.

Once a hire has been made, the Dean will notify the Faculty Director(s), the Program Lead of the hiring program(s), as well as the search committee chair, search committee members, and then the entire School.

## Appendix 1

### SPS Hiring Checklist

#### Stage 1

- ◇ Associate Dean files paperwork for new hire with HR
- ◇ HR approves search
- ◇ FDs appoint committee to draft position description/advertisement
- ◇ FDs and Dean approve position description
- ◇ SPS Admin Support assists with placing advertisements
- ◇ FDs appoint Search Committee chair and members
- ◇ All committee members have undergone required HR trainings

#### Stage 2

- ◇ FDs charge committee
- ◇ Search committee creates rubric for assessing candidates
- ◇ FDs approve rubric
- ◇ HR certifies candidate pool and Dean approves
- ◇ Committee assesses candidate pool and selects long list for video/phone interviews
- ◇ Search committee chair shares long list and CVs with FDs and SPS Admin, who shares with School and solicits feedback
- ◇ Search committee conducts phone/video interviews
- ◇ Search committee schedules meeting with School to share information about long list and phone/video interview outcomes and receives feedback
- ◇ Selects short list for campus visits, makes announcement to School about short list
- ◇ Campus interviews are scheduled

#### Stage 3

- ◇ SPS admin uses campus visit scheduling template to coordinate candidate visits
- ◇ Itineraries are shared with all SPS faculty
- ◇ Following visits, search committee asks for electronic feedback on each candidate
- ◇ Search committee hosts meeting to solicit feedback on candidates
- ◇ Search committee provides ranked list of candidate, along with a descriptive evaluation of each candidate, to the Dean's office
- ◇ Dean makes recommendation to the Provost
- ◇ Provost approval
- ◇ HR approves selection
- ◇ Offer is made by the Dean to the candidate(s)
- ◇ Dean notifies SPS of hire