

# **Faculty Hiring and the Strategic Initiatives**

## **Emory College**

### **Principles Guiding the Search Process**

- Searches are the purview of deans and departments. Any initiative-related hire must also meet the needs of one or more College department. Searches that can also address the interdisciplinary themes identified in the College Strategic Plan will be given highest priority.
- Initiative-related hires will often serve interdisciplinary needs in the College. Such hires might include joint appointments between departments within the College or between the College and another school.
- All hires made in conjunction with a strategic initiative must agree to devote time to the goals and programs of the initiative and may be asked to provide leadership to the initiative.
- Hires should have the ability to work collaboratively with diverse fields and/or schools and to negotiate within a complex university system.
- Because of the nature of these appointments, most searches will be for faculty members with a substantial track record of achievement.

### **Process for Searches Based in the College and Connected to the University Strategic Initiatives**

In the College, hiring must be done through departments and with permission of the dean. Because we have a large number of departments, the hiring process is necessarily more complex than that in many other Emory schools and units. So that the College and initiative leadership can work together most effectively, we ask that each University-wide initiative follow the process described below.

1. **Timing:** In order to best accommodate the University budget cycle, searches in the College follow a standardized schedule. Once the College receives its budget in April, we ask departments to send us any requests for searches they might have. The College deans meet, review priorities and make decisions regarding the number of searches granted based on the number of new lines granted through the budget process, anticipated retirements and faculty vacancies. Departments are informed of these decisions in late spring, and searches commence either at that time or early in the fall. We ask that University initiatives work with this schedule so that the College can remain fiscally responsible. Off-cycle searches will be considered only under very special circumstances.
2. **Procedures:** We propose that initiatives that wish to hire within the College follow one of the following processes:
  - a. Initiative leaders develop a position description and circulate it as a request for proposals to the College, who will forward it to the appropriate departments. After consulting with the Dean, interested departments can respond with a proposal for hiring (position description, job ad, search plan, etc.). More than one department might want to collaborate on a joint appointment. If there are multiple proposals, initiative leaders choose the proposal that best meets their

needs. The department that is selected will get to hire using initiative funding.

- b. Alternatively, after consulting with the Dean, departments may initiate the process by going to initiative leaders with a proposal for hiring. Initiative leaders decide whether or not the proposed hire is an acceptable one. This process would take place before departments request positions from the College, and departmental requests would include approval for funding from the initiative leaders.
3. Search Committees: Search committees will be composed of members of the department or departments that will house the new faculty hire. A member of the University-wide initiative leadership will serve on the committee in an ex-officio role.
4. Additional Requirements: All initiative-related searches must follow College regulations regarding Affirmative Action. During campus visits, all candidates must meet with the Dean or his designated representative.
5. Targeted Hires: The College recognizes that at times, initiatives may wish to target particular professors for positions related to University-wide initiatives. Before such hires can be placed within the College, the initiative must consult with the Dean of the College to ensure that the proposed departmental home is approved for a faculty hire. After approval is secured, the initiative leaders can work with the appropriate department or departments to identify the most appropriate candidate.
6. Inter-School Searches: The College suggests that inter-school searches follow the request for proposal process described above. In this case, deans and faculties across school lines would develop proposals for initiative consideration. Search committees would include faculty members from each school as well as representation from the University-wide initiative.