

## Chapter 3

# **FACULTY PERSONNEL POLICIES AND PROCEDURES**

### **I. HIRING PROCESS FOR FULL- AND PART-TIME FACULTY MEMBERS**

By definition faculty members are expected to possess "academic competencies" related to their specific assigned duties (teaching, academic support, or administrative). This requires that each position have a unique search that should be national in scope.

It is anticipated that school deans and department chairs will use a search committee composed of faculty/administrative members of the university and which may include outside constituencies. This committee may be appointed and chaired by the school dean or department chair. The elements to be considered by the search committee in the recruitment plan should encompass the resources available through the established vitae bank. Please refer to the *Faculty Policy Manual*, Chapter 4, for further details.

#### **A. Advertising**

1. All permanent faculty openings will normally be advertised in pertinent publications and throughout the member universities of the Council for Christian Colleges and Universities.
2. All advertising of open positions must be done upon approval of the vice president for academic affairs and the human resources office.
3. A standard format will be available in the Office of Academic Affairs to help in the creation of notices.
4. Announcements of positions used by NNU will include the statement: "Northwest Nazarene University is an Equal Opportunity/Affirmative Action employer. As an educational institution operating under the auspices of the Church of the Nazarene, Northwest Nazarene University is permitted, and reserves the right, to prefer employees on the basis of religion (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended)."
5. All responses to the advertising are to be sent to the Office of Academic Affairs or to the school dean or the department chair as agreed upon before the search.
6. The extent of and expenses for advertising a position must be a matter of prior agreement between the vice president for academic affairs and the department or school official executing the search. The budgets of the departmental or school offices will be responsible to bear the cost of initial production of advertising and the cost of secretarial assistance for mailing. The president's office will pay for advertising costs and actual postage.

## **B. Candidate Selection**

1. When viable candidates are determined by a review of responses to advertising, a short list of "most viable" candidates should be produced with a priority given to each individual on the list.
2. Interviews by telephone and by traveling faculty should be used to further evaluate the candidate.
3. References provided by the candidate must be contacted.
4. Candidates will be brought to the campus one at a time, and only after approval by the vice president for academic affairs. Because of the high cost of travel, the procedure will be to bring the top candidate to campus. No further candidates will be brought to campus until a candidate already interviewed is determined to be unfit for the position and is no longer under consideration.
5. Each person being seriously considered for a teaching position at NNU will need to complete the faculty application form and provide a written statement, perhaps a half to a full page long, describing his or her personal Christian faith and how it relates to the mission and the Wesleyan holiness tradition of Northwest Nazarene University.

## **C. Interviews**

1. The candidate should be met by the person most involved in the hiring process.
2. Mealtimes should be used as opportunity for the candidate to gain exposure to other NNU faculty and administrators.
3. Interviews must include separate time with the president, the vice president for academic affairs, and the vice president for financial affairs.
4. Candidates may be asked in advance to present a lecture (demonstration, etc.) to either a class or a faculty group.
5. The candidate should be given opportunity to meet with a representative faculty group from across campus for the purpose of a mutual information exchange.

## **D. Normal Hiring Process**

1. The school dean involved, if any, will recommend to the vice president for academic affairs a candidate to be hired.
2. The vice president of academic affairs will review the documentation and discuss the candidate with the school dean and other interested individuals. If the vice president for academic affairs is satisfied that the candidate meets the educational and Christian mission requirements of the university, the vice president may recommend hiring to the president of the university. This recommendation will be done in writing and will include relevant information about the candidate.

3. The president of the university will again review the recommendation. If satisfied, the president will recommend hiring to the Board of Directors.
4. Upon approval of a majority of the Board of Directors, the president may authorize the issuance of a position offer and a contract to the candidate

## **II. HIRING PROCESS FOR ADJUNCT FACULTY**

Adjunct faculty members are hired by the university administration on a term by term basis. Board of Trustees approval is not required for the hiring of adjunct faculty. The procedure is as follows:

- A. The department chair and school dean discuss the need for an adjunct faculty to fill a position with the vice president for academic affairs and submit the name or names of prospective adjunct faculty.
- B. Each person being considered for teaching at NNU as an adjunct faculty members will provide a written statement, perhaps a half to a full page long, describing his or her personal Christian faith and how it relates to the Christian mission of Northwest Nazarene University.
- C. The vice president for academic affairs will submit the names of recommended adjuncts to the president for approval.
- D. Upon approval by the president, the selected individual for the adjunct position will be offered the appropriate contract and informed of his/her appointment to the position by letter.

## **III. HIRING PROCESS FOR TEACHING FELLOWS AND ADMINISTRATIVE FELLOWS**

Candidates for the positions of teaching or administrative fellows will be identified and hired using the following procedure:

- A. The department chair and school dean recommend to the vice president for academic affairs the person desired as a teaching fellow or administrative fellow.
- B. The person being recommended will provide a written statement, perhaps a half to a full page long, describing his or her personal Christian faith and how it relates to the Christian mission of Northwest Nazarene University.
- C. Upon approval of the vice president for academic affairs, the individual selected is issued a contract by the vice president for academic affairs.

## **IV. DIVERSITY**

Northwest Nazarene University is committed to the development of a diverse faculty. As an affirmative action institution, the university attempts to secure the faculty services of women, minorities, persons of color, and other under-represented groups. All openings for full time faculty will be advertised nationally, and members of under-represented groups will be encouraged to apply.

Due to the limited pool of qualified applicants and the further limitation placed on that pool because of the university's mission and geographic location, the university has determined that it will be necessary to be proactive in assisting individuals to become qualified for university teaching. To facilitate such faculty development, the university will identify alumni and interested others from under-represented groups and encourage them to consider university teaching as a career.

More particularly, the university may enter agreements with selected individuals through which the university will provide tuition and other forms of financial assistance to facilitate the graduate education of those persons. Furthermore, the university may assist those students in accessing additional financial assistance from organizations that have programs to support preparation of minority faculty. In return, persons receiving support from NNU will be expected to give NNU the rights of first refusal for their professional services upon completion of their graduate programs.