

INTERNAL FACULTY SEARCH PROCEDURE

THE PEOPLE CENTER

March 3, 2025

SECTION I PURPOSE OF THE POLICY

This procedure establishes a formalized internal search process for filling full-time faculty positions from existing teaching staff. It ensures that all internal applicants are given a fair and expedited opportunity while maintaining compliance with institutional policies, faculty governance, and accreditation standards.

SECTION II ELIGIBILITY

2.1 This procedure applies to all internal faculty searches for full-time positions within Champlain College. It is designed for cases where the institution determines that an external search is not required and that a competitive internal process will be used instead.

Eligible applicants may include current:

- Visiting Faculty
- Adjunct Faculty
- Instructors
- Staff with teaching experience

2.2 In rare and exceptional cases, the College may bypass internal search procedures and appoint an internal employee to a faculty position. Example circumstances include:

- **Urgent Need:** A critical vacancy must be filled immediately to maintain operations.
- **Specialized Expertise:** The role requires highly unique skills that are not readily available within the broader pool of applicants.

Procedure for bypassing the Internal Search Process:

- **Justification & Documentation:** The decision to bypass the search process must be thoroughly justified and documented.
- **Approval Process:** The department must seek formal approval from the People Center and senior leadership.
- **Fairness & Compliance:** The College ensures that all exceptions adhere to legal, ethical, and equitable hiring practices.

SECTION III DEFINITIONS

Search Committee Member: Person who participates in the search committee.

- Search Chair: The Dean, Department Chair, Program Director or senior faculty member responsible for leading the search process.
- Committee Members: Faculty members who assess applicants based on teaching effectiveness and departmental needs.

Responsibilities of the committee members include:

- Attend Meetings
- Consistently and fairly evaluate all applicants
- Maintain confidentiality of the applicants and the process. As stated below, all committee members must sign the confidentiality agreement.
- Share responsibility to attract a diverse pool and ensure fair and equitable treatment of all applicants.

Teaching Portfolio: A collection of materials demonstrating an applicant's instructional effectiveness, which may include syllabi, student evaluations, and peer reviews.

SECTION IV PROCEDURE

4.1 Initiating an Internal Faculty Search

1. The Department Chair or Program Director submits a request to open an internal search to the Dean (or Provost) and the People Center.
2. The request must include:
 - Justification for an internal search
 - Position details (rank, department, responsibilities)
 - Required qualifications and experience
3. The Dean and Provost review and approve the request.

4.2 Job Posting & Advertising

1. The People Center posts the job internally through the institution's portal and notifies all eligible internal applicants.
2. The posting remains open for a minimum of one week.
3. Interested applicants must submit the following:
 - A Resume or CV
 - A Cover Letter

- A teaching portfolio (if applicant has not taught at Champlain within the last 12 months)

4.3 Creating the Search Committee

1. The Provost, in consultation with the Dean, appoints the Search Committee, ensuring representation from faculty and administration.
2. The Search Committee Members must review and sign the Confidentiality Agreement.

4.4 Applicant Review

1. The Search Committee reviews all applications and evaluates each applicant against the position requirements.
 - Applicants who do not meet the position requirements will be notified by the People Center or Search Committee and removed from consideration. Timing for this communication can be decided by the Search Committee.
 - Applicants who meet the position requirements will proceed to the next step in the process. Proceed to either step 4.5 or 4.6 with all applicants who are moving forward.

4.5 [Optional Step] Screening Interview

1. The Search Committee assigns candidates to individual committee members for a screening interview
2. Individual Committee Members conduct a 20 - 30 minute interview to overview the position responsibilities and relevant candidate experience.
3. Committee members use a scoring rubric to assess candidate responses objectively.

4.6 Structured Interview

1. Search Committee Preparation
 - The People Center provides guidance to the Search Committee on structured interviewing techniques and ensures compliance with institutional hiring policies.
 - The Search Committee develops a set of standardized interview questions to evaluate candidates based on:
 - i. Teaching effectiveness and instructional methods
 - ii. Alignment with the department's academic goals
 - iii. Commitment to equity, and inclusion in the classroom
 - iv. Institutional service and contributions
 - v. Research contributions and scholarly engagement (if applicable)
 - vi. Service to the institution and student mentorship
2. Interviews are held with the full Search Committee and must include:
 - All candidates are asked the same standardized questions using a scoring rubric to ensure objectivity and consistency in evaluation.

- Additional follow-up questions may be asked to clarify candidate responses, but they must remain job-related and within the scope of the evaluation criteria.

4.7 Committee Recommendations

1. After interviews the search committee should meet to write a summary evaluation for each of the candidates interviewed and determine whether the candidate is acceptable or unacceptable by explaining their strengths and weaknesses.
2. The committee submits a full recommendation report to the Provost and Dean.

4.8 Selection & Offer

1. The Provost and Dean review the committee's recommendation.
2. The final candidate is approved by the Provost.
3. In collaboration with the People Center, the Provost extends a formal offer letter.
4. Once the final candidate accepts the offer, the Search Committee, in collaboration with the People Center, will notify all remaining candidates of the hiring decision.

SECTION V PROCEDURE ADHERENCE

The Provost is the responsible official for this policy. Any exceptions to this policy must be approved by the Provost.

SECTION VI CONTACT

Questions related to the interpretation of this procedure should be directed to the Provost or the People Center.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.