

INTRODUCTION

This *Tenure-Track Faculty Recruitment Guide* has been prepared to assist departments in the recruitment process. The objectives of the search process are:

- To provide adequate posting and advertising of the position;
- To ensure representation of qualified females and non-white candidates in the applicant pool;
- To ensure fair treatment of all candidates;
- To make the best possible match between the candidates and the position available; and
- To make an equitable offer to the candidate selected.

Faculty hiring is subject to departmental and college policies and procedures as well as state and federal laws. Federal fair employment laws prohibit discrimination based on race, color, sex, age, religion, national origin, or disability. State law (the Minnesota Human Rights Act) prohibits discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, and age. Nevertheless, while laws and college-wide policies govern some aspects of the search process, many of the details of the search process are determined by the department conducting the search.

The basic outline of the search process is the same no matter the department: advertise and recruit, review applications, interview candidates, and hire. The following sections of this *Guide* outline the major components of the search process, provide information about college policies and procedures, and include the forms needed as you proceed through the process. They also include tips and suggestions developed and found to be helpful at several institutions as well as resources for enhancing the college's diversity efforts and the search process in general.

The Assistant Provost, the Affirmative Action Officer, and the staff of the Human Resources Office are resources about policies and procedures related to the search process. Feel free to contact them any time you have questions about the search process. Also, please share with them any comments or suggestions you may have about this *Guide* or the college's recruitment policies.

Thank you for your efforts to attract, recruit, and hire a highly qualified and diverse faculty!