

Revision Responsibility: Executive Vice President - Provost  
Responsible Executive Officer: President

Source/Reference: [TBR Policy 5:02:01:00](#) [TBR Policy 5:02:07:00](#)  
[TBR Policy 5:02:01:03](#) [TBR Policy 5:02:03:10](#)  
[TBR Policy 5:02:02:30](#) [TBR Guideline P-010](#)  
[TBR Policy 5:02:03:30](#) Columbia State Policy 02:12:00  
[TBR Policy 5:02:03:70](#) Columbia State Policy 05:01:00

## **PURPOSE**

To establish criteria and procedures for the selection of full-time faculty.

## **POLICY**

- I. All full-time faculty will meet the academic and professional preparation criteria required by the Tennessee Board of Regents and the Commission on Colleges of the Southern Association of Colleges and Schools. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic credentials. Documentation for these exceptions may include, but is not limited to:
  - A. Official documentation of professional and work experience
  - B. Official documentation of technical and performance competency
  - C. Certification in a technical or professional field
  - D. Publications
- II. Applicants for a full-time faculty term or tenure-track position may be required to demonstrate competency in teaching as a part of the selection process.

## **PROCEDURES**

- I. All faculty positions will be advertised as required by Columbia State Policy 05:01:00.
- II. The director of human resources will screen applications and indicate on the Affirmative Action Response form candidates who do not meet the minimum qualifications. Only applications for candidates meeting minimum criteria will be forwarded to the search advisory committee.

- III. The faculty search advisory committee will consist of the division dean, discipline coordinator, and other faculty as appropriate. The committee membership must be diverse in regard to gender and race.
- IV. After reviewing all qualified applicant files, the committee will select three to five applicants to interview. If fewer than five applicants are qualified, the committee will interview all qualified applicants. Applicants may be interviewed by electronic means when an in-person interview cannot be scheduled.
- V. The faculty search committee interviews will be structured as follows:
  - A. The faculty search committee will ask each applicant the same basic set of questions during the interview, although follow-up questions may differ depending on the responses of the applicant. The list of questions is developed by the committee and approved by the affirmative action officer prior to the interview.
  - B. Each applicant may be required to conduct a class session of no more than 20 minutes.
    - 1. Applicants will be informed of the requirement for a teaching demonstration when invited for an interview and given at least one week's preparation time.
    - 2. Each applicant will be provided with the same topic. The topic will be selected by faculty members from the discipline and should be one that they find difficult either for themselves or their students. The topic should also lend itself to the use of teaching aids.
    - 3. Faculty/staff members other than those on the faculty search committee may be invited to attend the teaching demonstration. All who attend will be asked to complete a rating scale developed by the committee.
  - C. The committee will evaluate the applicant's oral and written competency. Applicants failing to demonstrate the ability to communicate effectively in both oral and written English as required by Columbia State Policy 02:12:00 will be dropped from the list of acceptable applicants.
- VI. The committee will recommend two to three applicants and provide a list of strengths and weaknesses and the results of telephone reference checks to the division dean.
- VII. The division dean will obtain telephone or written references from at least three references, including the applicant's most recent supervisor(s).



- VIII. The division dean will forward the committee three unranked finalists, list of strengths and weaknesses, and results of reference checks to the executive vice president – provost who, in consultation with the division dean, will select an applicant to recommend for employment to the president.