



POLICY STATEMENT

NO. 2 16.01

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: December 20, 1993

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REVISED: May 15, 2006

SUBJECT: Faculty Recruitment

I. PURPOSE

To define policies governing recruitment of faculty.

II. PRINCIPLES

Although administrative officers have responsibility for appointments and reappointments, these decisions will be made in close consultation with the appropriate faculty members.

III. ROLES AND RESPONSIBILITIES

1. In consultation with faculty, the Chair will justify the need to hire. Duties, responsibilities, and qualifications for the specific position must be carefully considered and jointly developed by the faculty and Chair, with input from and review by the Dean. The Chair will then initiate a PER 1 form and send it to the Dean, who will forward the request to the Vice Chancellor for Academic Affairs.
2. Upon receipt of the fully authorized PER 1, the Chair will develop a plan for recruitment including the scope of the search and estimated budget and will forward both to the Dean for approval. The faculty and chair will develop advertising copy and will submit it to the Dean for review, after which it will be transmitted to the Office of Human Resource Management.
3. The Chair, with the approval of the Dean, will appoint a Search Committee that will screen all applicants, providing ample opportunity for faculty input. Ordinarily, a minimum of three acceptable candidates will be forwarded to the Chair, with a list of strengths and limitations of each candidate. In consultation with the Dean, the Chair will evaluate applicants' credentials and will determine whom to invite to campus for interviews.
4. The Chair, in consultation with the Search Committee and Dean, will develop the itinerary for the campus interview, distribute it to all interested parties, and see

that all logistical arrangements are made. Invited applicants will visit with the Search Committee, the faculty, the Chair, the Dean, and a representative from the Office of Academic Affairs. They will also be given an opportunity to visit with the Director of Human Resource Management to discuss benefits and related matters. Candidates will be invited to make some type of public presentation.

- 5. Following the interviews, the Dean and Vice Chancellor for Academic Affairs must approve all details prior to a verbal offer by the Chair. Every attempt will be made to expedite the decision-making process. Candidates must understand that all such offers are subject to approval of the Dean, the Vice Chancellor for Academic Affairs, the Chancellor, the LSU the President or designee, and the LSU Board of Supervisors. Upon receiving campus approval, the Chair will forward a letter to the candidate outlining appointment matters, a job description, and details of performance as might be appropriate to the position. In the event of a negative response, the Chair will notify the candidate in a timely manner.

AUTHORIZED *Stuart E. Mills* 5-11-06
Provost and Vice Chancellor Date
for Academic Affairs

APPROVED *Vincent J. Marsala* 5-11-06
Chancellor Date