

BU-PP 110 Recruitment and Employment—Faculty

I. Policy

Baylor University recognizes its obligations to provide equal employment opportunity in its employment practices without regard to race, color, sex, age, national origin, disability or veteran status. Based upon the religious exemption of Title VII of the Civil Rights Act of 1964, Baylor University has the right to discriminate on religious grounds in the hiring of its employees. It makes a good faith effort to administer all recruitment policies in a manner so as to maximize the diversity of the applicant pool. Faculty recruitment is conducted on a nation-wide basis to allow for the receipt of applications from the best possible candidates to fill faculty vacancies. All faculty position announcements and advertisements will include this statement: “Baylor is a Baptist university, affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity Employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.” Any offer of employment is contingent upon the candidate’s ability to satisfy requirements of the Immigration Reform and Control Act of 1986 (IRCA).

II. Procedure

Except in extraordinary circumstances, the hiring of a new faculty member (tenured, tenure-track, permanent full-time lecturer, or academic professional) proceeds as follows:

1. A department chair or academic dean, in consultation with the faculty of the academic unit, will recommend that a position be filled (either creating a new position or filling a vacated position). The recommendation will be submitted for approval to the Provost, and at this time the position will be described in terms of duties, rank, disciplinary emphasis or emphases, etc.
2. When a position is approved, a committee composed of faculty in the academic unit (and, when appropriate, faculty whose roles in the university relate closely to the position) will conduct a search. The position will be advertised nationally through the channels customary for the discipline(s) involved, and the search committee will identify candidates whom they would like to bring to campus for a personal interview.
3. Deans will propose those candidates recommended by the department for on-campus interviews by submitting pertinent information to the Provost.

(Note: A successful candidate must comply with the provisions of BU-PP 717, Academic Credentials for Faculty and Graduate Teaching Assistants. Pursuant to this policy, the following documents are required from the candidate before an offer can be extended, and thus should ordinarily be obtained before the candidate is proposed for an on-campus interview: official transcripts of the highest degree earned and any other degrees that bear on the candidate’s qualifications for the position, and a current

copy of the candidate's curriculum vitae. In the event that an applicant has educational credentials obtained in a foreign country, the department must obtain a foreign credentials evaluation to ensure that the applicant's credentials are at least equivalent to the required U.S. credentials before the applicant can be hired. The Office of General Counsel or the Office of the Provost may be contacted for additional information regarding these requirements.)

4. Approved interviewees will be invited to the campus to meet with members of the search committee, the relevant department(s), the Dean or Dean's representative, and the Provost and/or Provost's representatives to present their work and/or teach classes as deemed appropriate by the academic unit. All representatives of Baylor will seek to evaluate the candidate's teaching, research, and potential for advancing the mission of the university to the degree that they are in a position to evaluate these qualifications, and they will consult with one another throughout the process.
5. After all candidates for a position have been interviewed, based on the recommendation of the faculty of the academic unit, the Dean will recommend to the Provost that the position be offered to the preferred candidate(s) (assuming at least one is found acceptable).
6. If this recommendation is approved, the Dean or chair will be authorized to offer the position to the successful candidate.

III. Exceptions

In the extraordinary circumstance in which a case does not follow the above procedure, the Provost will provide a written explanation to the Dean and the department.

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