

# Hiring Procedures for Instructional and Administrative Faculty

Old Dominion University is committed to a policy of positive affirmative action in the recruitment of women and minorities and of nondiscrimination in employment practices. Faculty and faculty administrator/faculty professional hiring is to be conducted in accordance with the laws of the United States of America; the laws of the Commonwealth of Virginia; the mission of Old Dominion University; and the Affirmative Action plan of Old Dominion University. Equal opportunity for employment shall be provided to all applicants on the basis of their demonstrated ability and competence without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status.

Forms to be used in hiring instructional and administrative faculty are available at the Equal Opportunity/Affirmative Action web site at [www.odu.edu/eoaa](http://www.odu.edu/eoaa).

## I. Normal Hires

A. **Position allocation.** All instructional and administrative faculty positions should be approved by the appropriate vice president prior to recruiting. The Position Allocation Request Form (Form 1 or 1A) should be completed and submitted. Form 1 should be used for instructional faculty positions and Form 1A for faculty administrator/faculty professional positions.

B. **Position advertisement.** After receipt of an approved Form 1 or 1A, complete and submit Form 2, Request for Advertising a Faculty/Faculty Administrative Position, to the academic services analyst in the Office of Academic Affairs. A copy of the position advertisement must accompany Form 2.

1. The academic services analyst will place all advertisements.
2. All advertisements will be placed in the *Chronicle of Higher Education* unless exemption has been requested using Form 2 and approved by the director of equal opportunity/affirmative action.
3. A request for exceptional advertising funds may be made using Form 2.
4. For questions concerning advertising, contact the academic services analyst in the Office of Academic Affairs. Questions about advertisement content should be referred to the director of equal opportunity/affirmative action.

C. **Search committee.** The department chair or unit director should appoint a search committee to review applications and select interview candidates.

1. The individual(s) conducting the search should make arrangements for the director of equal opportunity/affirmative action and/or the vice provost to meet with the search committee chair to discuss the position and to clarify appropriate recruiting procedures.
2. After applications arrive, the search committee chair should send the Data Gathering Letter (Form 3) and a postage paid envelope to all applicants. The letter and envelope may be obtained from the Office of Equal Opportunity/Affirmative Action (EO/AA).

D. **Final interview pool.** After agreement has been reached on the applicants to be included in the final interview pool, the following steps should be taken.

1. The credentials of the applicants in the final interview pool must be verified using Form 4, Verification of Credentials Form.
2. The Interview Selection Form (Form 5) and the vitae of those to be interviewed should be submitted to the EO/AA Office via the dean or vice president. The EO/AA director may request completion of Form 6, Non-Selection of Minority and Female Candidates.

Interviews may be scheduled once Form 5 has been approved by the dean or vice president and submitted to the EO/AA Office. The EO/AA director has five working days to respond and may recommend additional candidates to be included in the final interview pool.

E. **Final interviews.** Once the interviews have been conducted and a candidate has been selected, the dean (for instructional faculty positions) or the appropriate vice president (for administrative positions) may authorize that an informal offer be made to the individual selected. Once a candidate has accepted an informal offer, the following steps must be taken to initiate the formal offer of appointment.

1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.
2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for tenure-

- track faculty only).
3. Submit Form 9, Affirmative Action Selection Report.
  4. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.
- F. **Moving and relocation expenses.** If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted. Due to budgetary constraints, the University is able to offer reimbursement of moving expenses to tenure-track faculty and senior-level administrators only.

## II. **Internal Searches (for faculty administrator and faculty professional searches only)**

Internal searches may be conducted when a sufficient pool of potential candidates exists. When appropriate, faculty should participate in internal searches.

- A. **Position allocation.** Submit Form 1A.
- B. **Permission for internal search.** Submit Form 10, Permission to Conduct an Internal Search, to the president.
- C. **Position advertisement.** After receipt of an approved Form 1A and an approved Form 10, prepare the advertisement for the position and forward the advertisement to the academic services analyst to be posted on the University's website for a period of at least two weeks.
- D. **Search committee.** The department chair or unit director should appoint a search committee to review applications and select interview candidates.
  1. The individual(s) conducting the search should make arrangements for the director of equal opportunity/affirmative action and/or the vice provost to meet with the search committee chair to discuss the position and to clarify appropriate recruiting procedures.
- E. **Final interview pool.** After agreement has been reached on the applicants to be included in the final interview pool, the following steps must be taken.
  1. The Interview Selection Form (Form 5) and the vitae of those to be interviewed should be submitted to the EO/AA Office via the dean or vice president. The EO/AA director may request completion of Form 6, Non-Selection of Minority and Female Candidates.

Interviews may be scheduled once Form 5 has been approved by the dean or vice president and submitted to the EO/AA Office. The EO/AA director has five working days to respond and may recommend additional candidates to be included in the final interview pool.
- F. **Final interviews.** Once the interviews have been conducted and a candidate has been selected, the appropriate vice president may authorize that an informal offer be made to the individual selected. Once a candidate has accepted an informal offer, the following steps must be taken to initiate the formal offer of appointment.
  1. Submit Form 7A, Authorization for Securing Administrative and Professional Faculty
  2. Submit Form 9, Affirmative Action Selection Report.
  3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

## III. **Exceptional Opportunities**

- A. The president consults with the appropriate chairs and faculty, dean, provost and vice president for academic affairs, and director of equal opportunity/affirmative action about a special opportunity to hire an exceptionally well-qualified candidate for a faculty or faculty administrative position without conducting a search.
- B. The president requests approval from the Executive Committee of the Board of Visitors to proceed without conducting a search.
- C. If approval is received from the Executive Committee of the Board of Visitors, the president or designee may make an informal offer to the candidate. Once the candidate accepts the informal offer, the following steps must be taken to initiate the formal offer of appointment.
  1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.
  2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for

tenure-track faculty only).

3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

D. If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted.

IV.

**Spousal Hiring**

A. The vice president responsible for the search in which the spouse of an external candidate is a professional in an area of identified need requests of the president that the spouse be hired.

a. The vice president must determine if sufficient funds are available and demonstrate that the spouse is sufficiently qualified to have been a finalist in an external search if one were conducted for the position into which the spouse is to be hired.

b. The vice president must demonstrate that the candidate fits the hiring needs and strategic plan of the department.

B. The president consults with the appropriate chairs and faculty, dean, provost and vice president for academic affairs, and director of equal opportunity/affirmative action.

C. If approval is received from the president, the vice president or designee may make an informal offer to the candidate. Once the candidate accepts the informal offer, the following steps must be taken to initiate the formal offer of appointment.

1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.

2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for tenure-track faculty only).

3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

D. If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted.

-Approved by the provost and vice president for  
academic affairs

October 1, 2004

Revised and approved by the president

May 17, 2010