Faculty Search Guidelines and Protocols  
(revised August 2012)

Advertising
- The faculty services manager is responsible for placing ads for faculty positions on the Agnes Scott website. Ad copy must be approved by the vice president for academic affairs and dean of the college (VPAA & DOC) before being placed on the website.
- Ads for faculty searches will also be placed on-line in discipline-specific publications by the faculty services manager.
- We also have access to The National Registry of Diverse & Strategic Faculty, which allows us to post a job on the website and browse the vitae of minority candidates in specific fields. Contact the manager of faculty services for log-in information.

Interviewing at Conferences
Reimbursement of expenses for faculty travel to professional conferences to conduct interviews with candidates for vacant tenure-track faculty positions is managed by the office of faculty services with the approval of the VPAA & DOC. Telephone and video-conferencing initial interviews are recommended whenever possible. If necessary, departments with tenure-track faculty vacancies may also send up to two faculty interviewers to one professional conference during the recruitment season. Travel expenses for each of the faculty interviewers will be reimbursed within the following limitations:
- Hotel accommodations will be reimbursed at the conference rate for a maximum of three nights.
- Meals will be reimbursed at the current federal per diem rate for the city hosting the conference. **Itemized meal receipts must be presented for all meals for which reimbursement is sought.**
- Coach or tourist airfare, train fare, or personal automobile use (.30 per mile) will be reimbursed to a maximum of $800. Tickets for air travel should be booked as early as possible. Requests for exceptions to this maximum should be discussed with the senior budget manager for academic affairs (404-471-5198) for decision by the VPAA & DOC.
- Ground transportation including airport shuttles and taxis will be reimbursed with submission of receipts. The cost of a rental car or of parking (other than Atlanta airport parking) is not reimbursable unless specifically approved in advance by the VPAA & DOC.

Campus Visits
- Approval from the VPAA & DOC is required before inviting candidates to campus for interviews.
- The items listed below should be sent first to the VPAA & DOC. The VPAA & DOC will then forward these materials with a recommendation to the President. The VPAA & DOC will inform the search committee chair when candidates may be invited to campus.
  - A letter or memo to the VPAA & DOC outlining how many applications were received, how and why these candidates were selected as finalists, and what efforts were undertaken to recruit a diverse pool of candidates.
  - Letters of application and CVs for all candidates invited for interviews.
  - RECENT (i.e., one year old or newer) letters of recommendation or telephone reference checks (Reports of these conversations must be included).
  - Recent teaching evaluations, if available.
- Three candidates (including local candidates) are preferred for campus interviews. Candidate folders should be submitted to the VPAA & DOC annotated and arranged by rank order. If the search
committee suggests more than three candidates, please consult the VPAA & DOC about the feasibility of doing so.

- **Please check dates with the faculty services manager before inviting candidates to campus** – dates and times will be pre-arranged with the Alumnae House and put on the president’s and VPAA & DOC’s calendars, and care must be taken not to overbook. The faculty services manager will keep a spreadsheet of available dates and times and will work with you to find alternate dates/times if necessary.
- **Candidates make their own flight arrangements and pay for their own tickets.** The faculty services manager will handle reimbursement for all expenses associated with a campus visit.
- Faculty services will communicate with candidates invited to campus informing them of the reimbursement process and providing any other relevant information.
- **Search committees should make arrangements to pick up/drop off candidates at the airport whenever possible.** Ground transportation may be arranged for very early or very late flights if necessary.
- Dinner with candidates at a local Decatur restaurant is limited to four members of the department and a $25 per person maximum (not including tax and tip). **Itemized meal receipts must be presented for all meals for which reimbursement is sought.**
- When other faculty members are invited to have lunch with a candidate, they should pay for their own lunch as usual, instead of requesting a meal ticket. If a meal ticket is issued, the cost is $8.25. A meal ticket will be issued for breakfast if a faculty member (or student without a meal plan) joins the candidate for breakfast.

**Finally**

- The verbal offer of employment is made by the VPAA & DOC. The VPAA & DOC will keep the chair apprised of developments in this process.
- Once a candidate verbally accepts a position at the college, the VPAA & DOC will work with the president’s office to prepare the official letter of offer, which is signed by the president.
- All requests for reimbursement for recruitment expenses (including conference expenses, meals with candidates, etc.) are handled by Faculty Services – requisitions must be signed by the faculty services manager.
- Faculty Services will send rejection letters at the conclusion of the search. Candidates interviewed at conferences and not invited to campus should receive an alternate letter. (Faculty Services has templates for these letters)
- The search committee chair should personally contact candidates invited to campus, but not hired for the position, but finalists should not be notified of a hire until it has been confirmed by the VPAA & DOC.
- All hard-copy candidate files (except for the person hired for the position) should be returned to Faculty Services for preparation for storage.