

National Job Searches

For the sake of transparency of process, the WCU Philosophy Department is posting the following on our website and in our Adjunct Faculty Handbook. It serves as an informational resource for potential job applicants to any of our national tenure-track job searches and provides a guide for the usual timelines and procedures for our national searches.

The following table outlines our typical schedule for tenure-track searches.

Tentative Schedule of Job Search Phases

Outline:	Job Search Proposal:	Spring Semester/Summer
	Job Posting:	Upon Approval: September/October
	Search Committee Composition:	September
	Application Collection:	October-November
	Application Review and Phone Interview Selection:	November/December
	Phone Interviews:	November/December
	Invitation to Campus:	December/January
	Campus Visit: includes a Teaching Demonstration and a Research Presentation.	January/February
	Candidate Selection:	February/March

Job Search Proposal: The Philosophy Department seeks to hire faculty who can contribute to its curricular needs, be productive in their areas of scholarship, and engage with service projects on campus. Job proposals are written with these three areas in mind. Since adjunct faculty can potentially be applicants for a proposed tenure-track position, they are not involved in developing the job search proposal. Since some of our current curriculum needs are met by adjunct faculty members, it is possible that they may be qualified to apply for one of our tenure-track positions. Neither internal nor external job applicants should construe this circumstance as establishing an unwarranted bias in the job search proposal.

Job Posting: Once a proposal is approved by university administrators, the Philosophy Department will post the job ad in APA's *Jobs for Philosophers*, the *Chronicle of Higher Education*, and the Google group *Philosophy Updates*, as well as other recruitment forums. The ad will also appear on WCU's Human Resources website. Once posted, an e-mail formally announcing the search will be sent to the whole

department. Job ads are usually posted in September or October, depending on when approval is granted, though earlier approvals are possible.

Search Committee Composition: The Search Committee is typically composed of three Philosophy Department faculty members and is supplemented by faculty consultants from outside the department. The Chair of the Philosophy Department cannot be a member. The members of the Philosophy Department on the Search Committee attend to the many details of the search, with an emphasis on issues of fairness and equity. The Consultants' primary job is to enhance the committee's ability to be fair and equitable by contributing a perspective external to the department. The search committee uses equitable evaluative rubrics and procedures developed for the express purpose of fairness and impartiality. These must be approved by the Dean's Office and the Office of Social Equity before they are implemented.

Application Collection: During the period after posting and before the application deadline, the department receives and files all application materials. Dossiers and signed letters of recommendation that arrive in the U.S. mail or are hand-delivered will be added to each applicant's folder.

Application Review and Phone Interview Selection: Once the application deadline (often a rolling deadline) has passed, the Search Committee will complete a review of application materials. From the pool of applicants the Search Committee will use the approved evaluation rubrics to select and rank a pool of approximately 15 people for telephone interviews. The ranked list and a documented rationale for selection and non-selection (also refer to as the applicant qualification matrix) must be reviewed and approved by the Chair, the Office of Social Equity and the Dean. Other applicants will not be notified of their non-selection, but may inquire with the Chair of the Search Committee to confirm non-selection.

Phone Interviews: Phone interviews typically take place late in the Fall semester, as soon after the application deadline as is feasible for the Search Committee. The Committee will ask a set of standard questions of all interviewees. These questions and an evaluation rubric must be approved by the Office of Social Equity. (Please note that the Philosophy Department generally does not conduct any interviews at the APA's winter conference.)

Invitation to Campus: The Search Committee will evaluate the interview responses according to its rubric and rank the applicants by weighing both their application and interview scores. The Committee will prepare a short list of candidates to invite to campus with a documented rationale for selection and inform the permanent department faculty. This list must be submitted to the Office of Social Equity and the Dean's Office for approval. Once approved, the selected candidates will be invited to campus for the final stage of the process.

Campus Visit: Each candidate will be invited to come to WCU for a one-day visit. All campus visits are typically scheduled within a 2 to 3 week period early in the Spring semester.

Candidate Selection: After all campus visits, the Search Committee will rank the candidates according to data collected from the approved assessment tools accumulated during the campus visit. This ranking will be brought to the permanent faculty of the department for review and approval. The Committee will forward the approved ranking along with the rationale for all interviewed applicants (selected or non-selected) to the Office of Social Equity and the Dean's office for approval. After this final approval, the Chair of the Department will contact the candidate to make a verbal (preliminary) offer. If the preliminary offer is verbally accepted, the offer will be forwarded to the Provost's office and finally the President's office, where a written contract will be composed and sent to the candidate as the official offer for the position. Once the final candidate has verbally accepted the position or the search is closed without filling the position, letters will be sent to all interviewed applicants advising them of the status of their application.

Additional Information

We welcome applications from all scholars who judge they meet the listed qualifications for an advertised position. Most search information is confidential, so department faculty will not discuss the possible

upcoming searches, the confidential details of ongoing searches, or post-search related activities. The Philosophy Department asks that all applicants respect the confidentiality of the process. Tenure-track searches are conducted on the national level. By publicizing in APA's *Jobs for Philosophers*, the *Chronicle of Higher Education*, and posting on web resources like the Google group *Philosophy Updates*, among several other recruitment efforts, we reach a large, diverse and competitive pool of candidates across our nation, often including international candidates as well. Because of the high stakes of these searches, and because we aspire to conduct a fair search that protects the rights of all applicants, we comply carefully with the guidelines provided by our Office of Social Equity and have worked to develop procedures that ensure the search is conducted fairly and protects the rights of the applicants. We hope that this document conveys that aspiration even as it makes transparent our values and processes.