Faculty Search Procedures—Part-time
Tufts University Schools of Arts and Sciences and of Engineering

Important Note

Part-time Lecturers in the School of Arts and Sciences are covered by the provisions of the Collective Bargaining Agreement (CBA) between Tufts University and the Service Employees International Union, Local 509. For your reference, the CBA may be found at:

http://as.tufts.edu/documents/CBAPartTimeLecturers.pdf

Authorization of Search

The relevant faculty dean must grant permission to a department or program to offer a part-time faculty appointment at a specific salary. All new part-time faculty members must be hired through a regular search process.

A part-time faculty member hired after a regular search may be rehired, with proper evaluation of performance, without a search—provided that the previous employment took place in the past three academic years. For example, a part-time faculty member who taught a course in AY 2013-14 or after could be hired without a search to teach the same or a different course in the same department or program, or in a related department or program, in AY 2016-17.

Normally, part-time faculty members are hired through searches. The dean may grant permission to waive a search if a position becomes available too late to conduct a reasonable search. While such a late hire may be approved for up to one year, the department or program must conduct a search in subsequent semesters and may not rehire the late hire without a search.

Conducting Searches Online

The School of Arts and Sciences and the School of Engineering have contracted with Interfolio.com to provide a web-based platform for conducting full-time and part-time faculty searches. The Mathematics Department conducts searches via the web-based platform provided by MathJobs.org. Via these web-based platforms, applicants submit all of their application materials online; references submit their letters online; and search committee members can read, evaluate, rate, make comments, and sort applications online. One big advantage of this is that it makes it possible for search committee members to review applications anywhere, anytime -- no more sharing paper files, keeping track of them, etc.

In AY2016-17, both the School of Arts and Sciences and the School of Engineering are requiring that departments conduct their faculty searches online. For more information, contact the AA officer in Arts and Sciences (Christine Cousineau, christine.cousineau@tufts.edu ), Laura DiBacco in the Office of the Dean of Arts and Sciences (laura.dibacco@tufts.edu), or Kat Mor (kat.mor@tufts.edu) or Amy Maher (amy.maher@tufts.edu) in the Office of the Dean of Engineering.

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PLEASE NOTE: In conducting your faculty search online, you must first post your announcement to the online platform. Your position will then receive an ID number, which should be used in all other job postings.

Advertising a Position

Upon the dean’s approval of a search, the department or program submits a proposed position announcement, which must be approved by the dean and the affirmative action (AA) officer before it can be used as an advertisement. All materials should be submitted electronically. Unlike full-time searches, part-time searches do not require an official authorization form; approval of the position announcement constitutes approval of the search.

A typical position announcement includes the following.

- Title and/or topic of the course(s).
- Brief course description(s).
- Semester when the course(s) is (are) to be taught.
- Other duties of the position, if any.
- Required and/or preferred educational background, teaching experience, and other relevant experience.
- Material to be submitted (for example, letter of application, CV, sample course syllabi, names of references, and/or letters of recommendation).
- Interfolio address to which applications should be submitted (https://apply.interfolio.com/XXXXX). When the position announcement is uploaded to Interfolio and gets its specific URL/ID#, that number can be put in the text of the announcement, replacing the XXXXX.
- Name of person to contact with any questions.
- Beginning date for review of applications.
- Affirmative Action/Equal Opportunity Statement. The following language should appear in all position announcements.

  Review of applications will begin [date] and will continue until the position is filled. Tufts University is an Affirmative Action/Equal Opportunity employer. We are committed to increasing the diversity of our faculty. Members of underrepresented groups are strongly encouraged to apply.

It is the department’s or the program’s responsibility to advertise the position in discipline-based job listings, newsletters, and other outlets. Subject to approval by the dean, expenses for these announcements are covered by the faculty recruitment budget, administered by staff in the Office of the Dean of Arts and Sciences (extension 7-3864) and in the School of Engineering (extension 7-2783). The department or program should also send the position announcement to colleagues and departments in the discipline, particularly local ones.

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The AA officer places position announcements in the online job listings operated by the *Boston Globe* (Boston.com/Monster.com). Announcements are also included on web pages dedicated to faculty searches in the School of Arts and Sciences and the School of Engineering, at http://ase.tufts.edu/faculty/searches/positions/positionsPartTime.htm; and on the website of the New England Higher Education Recruitment Consortium, at http://www.newenglandherc.org.

### Permission to Interview

It is advisable for departments to convene a small search committee of at least two people for part-time searches, rather than leaving the decision-making to one person. Unlike full-time faculty searches, part-time searches do not have a “Long List of Potential Interview Candidates (First Cut)” stage. When the date announced as the beginning of the review of applications has passed, and the department or program has selected the candidates it wishes to interview, it should send the following materials to the AA officer before scheduling interviews. **All materials should be submitted electronically.**

- Section 1 of the Affirmative Action Report, the List of Applicants, including the reasons for not selecting people for interviews.
- The names of the candidates selected for interviews. This is the Short List of On-campus Interview Candidates (Second Cut). The deans and the AA officer will have access to all application materials online, through the web-based faculty search platforms, and will read them online.

The AA officer and the dean appropriate to the department or program review the materials and either ask follow-up questions of the department or program or give approval for the search to proceed. Since the deans’ office gives searches a high priority, most searches result in a response within three days of receipt of the material.

### Approval of Hire

With the authorization to proceed, the department or program can then conduct interviews and select a candidate to recommend to be hired. Before extending an offer to the chosen candidate, the department or program must submit Section 2 of the Affirmative Action Report, the Final Selection Report, to the AA officer. **All materials should be submitted electronically.** The AA officer and the appropriate dean review these new materials and either ask follow-up questions or grant authorization to hire.

After a candidate has accepted an offer of part-time employment, the department or program informs the AA officer, as well as the school’s faculty affairs officer.

### Acknowledgment and Rejection Letters

In the ideal, departments acknowledge all applications via letter or electronic mail. Departments must send rejection notices to all applicants at the conclusion of the search. Departments may send rejection notices earlier in the search, provided they are certain they will not want to invite those applicants for an interview. However, no rejection notices may be sent before the date

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published for review of applications to begin. There is no required format or content for rejection letters; departments should craft these letters with language appropriate to the department and the search. The goal is to inform applicants of their status in a timely and professionally courteous way.

**Keeping Search Files**

Departments must keep all materials from a faculty search for seven full academic years in secure, confidential files. This includes copies of all advertisements, search forms, applications received, and correspondence with applicants. Materials may be kept electronically. At the end of seven years, departments may confidentially destroy all the materials from a search. For AY16–17, departments should have on file materials from searches that took place in AY09–10, AY10–11, AY11–12, AY12–13, AY13–14, AY14–15, and AY15–16. Older search materials may be destroyed. The AA officer maintains certain portions of all faculty searches for much longer (currently, seventy-five years).