



TIDEWATER COMMUNITY COLLEGE
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Memorandum

To: Dr. Michael Summers
Vice President of Academic and Student Affairs

From: Chris Cartwright
Chair, College Faculty Senate

Date: March 10, 2009

RE: Draft Procedures for Recruiting, Screening, Interviewing, and Selecting Full Time Teaching Faculty

On March 5, 2009 the College Faculty Senate approved the following comments and recommendations to the Draft Procedures for Recruiting, Screening, Interviewing, and Selecting Full Time Teaching Faculty that is currently being reviewed by the Executive Staff:

1. In the previous hiring procedures, the Dean extended an invitation “to all full-time faculty in the teaching discipline college-wide and other faculty and student services personnel as desired” and the committee chair was elected by the committee members. The new procedure has the Dean appointing the committee members and chair. The College Faculty Senate prefers to have an open and inclusive selection process and one in which the committee elects the committee chair.
2. Step 5 in the current procedures states that “all committee members are expected to be present at all meetings of the committee. If any committee member cannot participate in all interviews, then he or she cannot take part in the preparation of the committee’s final report.” This has been changed in step 6 of the new draft version to allow for missed interviews. The clause that “he or she cannot take part in the preparation of the committee’s final report for that candidate” does not ensure equity and transparency in the decision making. The College Faculty Senate would prefer that a committee member not able to participate in all candidate interviews, not be allowed to participate in the interview selection process and final report.
3. There are numerous steps (# 8, 9, 10, 11, 14, and 15) where time limits could be put in place to prevent the type of lag that has often been part of the hiring process. The College Faculty Senate requests that appropriate time limits be put in place where applicable.
4. A Dean should not be able to override the selection committee’s decision without proper justification. While the College Faculty Senate acknowledges the strength of the added statement “In the rare instance that the Dean does not agree with the committee’s recommendation, the Dean meets with the committee to discuss their differences,” we are

also concerned with the removal of the requirement that the Dean put any differences between himself or herself and the committee in writing.

5. Number 2 on the proposed draft is written in such a way that it is unclear if faculty input is sought on the Position Description.
6. Number 6 should indicate if the Dean will be sitting in on the interviews.

I would like to thank you and the Executive Staff for giving the College Faculty Senate the opportunity to review and for considering our recommendations. If I can be of additional assistance or you have any questions, please contact me.