

PROCEDURES FOR FILLING OPEN OR NEWLY CREATED

LIBRARY FACULTY POSITIONS

These guidelines apply to permanent (tenure track) faculty positions which are for a term of 9 months or longer. Every effort should be made at each stage of the search to expedite and streamline the hiring process and to ensure confidentiality in the search process.

I. Initiating a search:

A. Analysis and review of position:

Once the University Librarian, or a Unit Director, has received official notice of a retirement, resignation, termination, or reassignment, the Libraries will initiate a review of the open position within 10 working days as follows:

1. The Unit Director, in consultation with the unit faculty, will initiate a review of any new lines or vacancies that occur as the result of retirement, resignation, termination, or reassignment, and will prepare a written recommendation to the University Librarian on the Library Faculty Position Review Form (Appendix E).
2. After reviewing the recommendation from the Unit Director, the University Librarian will consult with the Faculty Coordinator and make the final recommendation.
3. Upon notification from the University Librarian, the Unit Director appoints a search committee designating the chair for all tenure track positions.

B. Search Committee

1. Composition:

- a. The number of committee members should be at least 3.
- b. The Search Committee should include a diverse representation in accordance with University guidelines.

Personnel Policy and Affirmative Action Committee

Adopted by the Library Faculty June 4, 1993

Amended May 13, 1994; Amended November 13, 1998; Amended June 7, 2002

- c. Representation on the committee should include library faculty members from the appropriate areas of responsibility and, where appropriate, library staff or teaching faculty may be included. The University Libraries Human Resources Manager should serve as an ex-officio member to all search committees.
 - d. An effort should be made to include both tenured and non-tenured library faculty on the committee.
 - e. In the case of search committees for Unit Directors, at least one faculty member should come from the unit for which the applicant is being considered. 5/13/94
 - f. In the case of search committees for Associate University Librarians, at least one faculty member should come from the unit or area most directly involved, whether it be a Library Department or a Council. 5/13/94
2. Charge:
- a. In consultation with the Unit Director and the University Libraries Human Resources Manager, the Search Committee develops the Academic Position Profile in accordance with the description in the Library Faculty Position Review Form.
 - b. Develop a timeframe including a deadline for submitting the final recommendation to the University Librarian or his /her designee. It is recommended that the Academic Position Profile be written so that applications can be formally reviewed by the Search Committee immediately upon their submission.
 - c. Before any resumes are screened, “develop a list of clearly defined criteria in accordance with the ‘University Guidelines for Recruitment and Selection of Faculty’ - arrayed if possible, in order of importance - against which applicants will be evaluated. These criteria, based on the position description, must relate to the essential functions of the position and be applied uniformly to all candidates.” - (p. 4)
 - d. Devise a strategy to promote a diverse pool of candidates.
 - e. The Chair of the Search Committee will provide recommendations for advertising and posting to the University Libraries Human Resources Manager.
 - f. Prepare a list of questions to be asked of candidates, based on the established criteria, to ensure a consistent screening process and that all candidates are interviewed in an equal fashion.
 - g. Keep within the expected budget available for the search process.
 - h. Make an effort to move quickly and efficiently through the search process to ensure

a reasonable time frame for completing a successful search.

3. The Search Committee is guided by:

The Charge

The Academic Position Profile

“Procedures for Filling Open or Newly Created Library Faculty Positions”

The University “Guidelines for Recruitment and Selection of Faculty”

II. Selection Process

A. Resumes are received by the University Libraries Human Resources Manager and forwarded to the Unit Director who then makes them available to the Search Committee.

B. The Search Committee screens the resumes promptly and returns a list of those applicants who do not meet the basic requirements for the position to the Unit Director for review and forwarding to the University Libraries Human Resources Manager. Minority applicants on the list should be identified where possible with a note as to why the applicant is not appropriate for the position.

The University Libraries Human Resources Manager notifies the unsuccessful applicants as soon as possible.

C. The Search Committee selects applicants from the remaining pool for further consideration.

D. Telephone references for these candidates are conducted as soon as possible by Search Committee members. (See guidelines in Appendix C.) The telephone reference forms for these candidates are submitted to the Unit Director and University Libraries Human Resources Manager before candidates are scheduled for an interview. It is not necessary at this time to secure a reference from the person to whom the candidate reports. However, such a reference must be obtained before a final offer can be made.

E. The Search Committee decides on the final candidates to be interviewed, generally three. The Committee may also decide to place one or more applicant(s) in a “hold” category for further consideration should the need arise. Since these applicants will be considered on hold until the search is completed there should be a limited number placed in this category.

F. A process of elimination continues throughout the search so that no applicant is left unnotified of his/her status longer than necessary. Names of eliminated applicants should be given to the University Libraries Human Resources Manager, with cc to the Unit Director, so that they can be notified as soon as possible.

G. If fewer than three candidates are identified for interviewing, the Search Committee may recommend that the search be reopened (see section V); or the Search Committee, in

consultation with the Unit Director, may decide to interview only one or two candidates.

III. Interview

A. The Search Committee determines several acceptable interview dates with the interviewees. The Libraries Human Resources staff coordinates the dates with those involved in the interview process to set up final interview dates. It is important to schedule interviews as compactly as possible to allow for timely comparison of candidates.

B. The University Libraries Human Resources Manager makes arrangements with the candidates for travel, lodging, etc.

1. Guidelines for candidate reimbursement will be sent to the candidates.
2. Information packets should be sent to candidates at least one week prior to the interview. (See list in Appendix D.)

C. The Search Committee reviews interview guidelines set out in the University “Guidelines for Recruitment and Selection of Faculty” prior to the first interview.

D. A standard interview schedule is developed by the Search Committee in consultation with the Unit Director and the University Libraries Human Resources Manager. The schedule should be distributed in advance to all involved in the interview process. An opportunity is provided for candidates to meet with all the librarians in the unit where the opening exists and includes a wrap-up with the Unit Director. Every effort must be made to ensure confidentiality in the search process.

E. Resumes should be made available to all those meeting with the candidates through individual unit administrative offices and the Libraries Human Resources Department.

F. Information obtained from references is confidential and available only to the Appointments and Promotions Committee, the Search Committee, Unit Director, and the University Librarian.

G. Provision should be made for the search committee to receive comments from others with whom the candidate met.

IV. Final Selection

A. The Search Committee evaluates the candidates and provides a written assessment including the strengths and weaknesses of the acceptable candidates to the Unit Director.

B. The Unit Director sends a recommendation to the University Librarian.

C. The University Librarian requests advice from the Appointments and Promotions Committee on the level of appointment and tenurability of the recommended candidate.

This advice should be provided within five working days of the request. Any members of the Appointments and Promotions Committee who serve on a Search Committee must remove themselves from the Appointments and Promotions Committee decision making process for that position. In those cases in which the candidate is recommended for tenure upon initial appointment, she/he must go through the tenure procedure. This process will be handled in a timely fashion.

D. The University Librarian selects a final candidate and sends notification to the University Libraries Human Resources Manager, based on the recommendations of the Search Committee, the Unit Director, and the Appointments and Promotions Committee.

E. The University Librarian makes an offer to the selected candidate.

F. When the offer is accepted, the University Libraries Human Resources Manager notifies the Unit Director in writing of the person selected, the effective date of appointment and the rank.

G. If the offer is not accepted, the Unit Director in consultation with the University Librarian, may select another candidate from the Search Committee's recommendations. If none of these candidates accepts an offer, additional candidates from the "hold" category may be interviewed or the search may be re-opened.

V. Reopening the Search

A search may be unsuccessful initially, at the applications review stage when no qualified applicants emerge or at the concluding stage when all qualified candidates have rejected the offer. The Unit Director consults with the Chair of the Search Committee and the University Librarian to decide if the search should be reopened and notifies the University Libraries Human Resources Manager of the decision. A new Search Committee may be recommended.

Appendix A

Review of the Search Process

Academic Position Profile is developed

In consultation with the Unit Director and the University Libraries Human Resources Manager, the Search Committee develops the Academic Position Profile in accordance with the description in the Library Faculty Position Review Form. This should include position title, date of availability, statement of responsibility, qualifications, salary, status/benefits, a library profile, a request for at least three reference sources, and a final date for first consideration of applications.

Position is advertised

In accordance with University Affirmative Action guidelines, advertisements for the position are placed as listed in Appendix B. The Search Committee recommends additional placement of ads needed for a particular search.

Applications deadline

The final date for first consideration of applications is set at no later than four weeks after the last expected date of paid advertisements. It is recommended that the Academic Position Profile be written so that applications can be formally reviewed by the Search Committee immediately upon receipt.

Search Committee meets

A meeting of the Search Committee is called by the Unit Director before the applications deadline to review the recruitment plan. The University Libraries Human Resources Manager attends this initial meeting. A general timeframe for the search and a tentative interview schedule identifying whom the candidates will meet is developed. The Search Committee is informed of the expected budget for the search process.

Interviews conducted

The Search Committee sets a meeting date to review applications and select candidates for interviews as close to the deadline as possible to avoid any loss of time in the recruitment process. The Search Committee may meet before the final date for first consideration of applications to begin review of early applicants. Interview dates must be decided in conjunction with the Human Resources staff to ensure schedules of all appropriate persons and bodies meeting with the candidates are coordinated with the Search Committee's choice of dates.

Recommendations submitted

Again, for the sake of expediency the Search Committee meets as soon as possible following the interviews of candidates for discussion and to make their recommendations to the Unit Director. If all members of the Search Committee agree that an exceptional candidate has applied, a recommendation may be submitted prior to the date for first consideration of applications.

Appendix B

Guidelines for Advertising Library Faculty Positions

In order to ensure a broad search that results in a representative and qualified applicant pool, several methods of recruitment are employed. The active recruitment of qualified candidates should be an on-going activity of all Library Faculty members. This activity could take place at national and regional meetings as well as on an informal basis. The University Libraries Human Resources Manager must play an active role in this recruitment effort.

In accordance with University guidelines, there must be a broad search that will result in a representative applicant pool. In order to comply with this requirement, these approaches are recommended: internal announcements, paid advertising, external announcements, and personal contact with key minorities and women in librarianship. As much as possible, the Search Committee should coordinate the timing of print and online advertisements so that the search process is not unduly prolonged.

I. Internal Announcements:

- APPs widely distributed to library faculty and administration
- Positions announced in the Agenda
- Full APP posted on the Libraries web page

II. Paid Advertising will appear in the:

- Chronicle of Higher Education
- American Libraries
- Other library publications
- additional publications recommended by the Search Committee
- abbreviated position descriptions will be reviewed by the chair of the Search Committee

III. External Announcements:

A lengthy list of libraries, Black and Hispanic Academic Institutions, library-related job search Web sites and other contacts for external announcements is available from the University Libraries Human Resources Manager and in the Bowker Annual Library and Book Trade Almanac. Listed below is a small sample from this list.

Announcements regarding vacant positions can also be included on electronic listserves. Consideration should be given to using appropriate listserves for announcing Rutgers Libraries open positions.

African Studies Association
Rutgers, The State University of New Jersey
Douglass Campus
132 George Street, New Brunswick, NJ 08901-1400 USA

American Indian Library Association
Rte. 2, Box 410
Bullard, TX 75757

American Library Association
Committee on Status of Women
50 East Huron Street
Chicago, IL 60611

Asian/Pacific American Librarians Association
Kingsborough Community College
2001 Oriental Blvd.
Manhattan Beach-Brooklyn, NY 11235

Association of Research Libraries
Office of Management Studies
21 Dupont Circle
Washington, DC 20036

Atlanta University
School of Library and Information Studies
223 Chestnut St., SW
Atlanta, GA 30314

Black Librarians Network of NJ
P.O. Box 1451
Piscataway, NJ 08855

Director, Hispanic Association of Colleges and Universities
HACU - National Headquarters
4204 Gardendale, Suite 216
San Antonio, TX 78229

Director, University of Puerto Rico
Graduate School of Library and Information Science
PO Box 21906
San Juan, Puerto Rico 00931

SALALM Secretariat
Benson Latin American Collection, SRH 1.109
The University of Texas at Austin
Austin, Texas 78713-8916 USA
<http://www.lib.utexas.edu/benson/secretariat/>

IV. Personal Contacts

Personal contact by library faculty should be made in an effort to generate additional applications through the networking process.

Appendix C

Guidelines for Telephone References

for Candidates for Library Faculty Positions

1. Before placing the call, have both the candidate's resume at hand and the prepared list of questions developed by the Search Committee. The telephone discussion must relate to the candidate's qualifications for the open position. Review ahead of time the "Guidelines for Recruitment and Selection of Faculty," (beginning on p. 4) so that discriminatory questions are not asked.
2. An introduction is in order first, followed by the purpose for your call. Offer to call back if another time is more convenient.
3. Reassure the referee that the conversation is confidential.
4. Describe the position from the "Academic Position Profile" and briefly describe RUL to start the process.
5. Try to ask open ended informational questions rather than those that only require a "yes" or "no" answer and encourage candor. Avoid questions that are unrelated to the candidate's qualifications for the open position.
6. Before ending the call, ask the person if he or she has any questions or comments about the open position.
7. Information obtained from telephone references is recorded on a "Telephone Reference Form" provided by the University Libraries Human Resources Manager.

Appendix D

Information to be Distributed to Candidates for Positions Within the Rutgers University Libraries

I. Information for Candidates Interviewed

Materials to be mailed to candidates prior to the interview

A. A central packet of information is prepared and distributed by the University Libraries Human Resources Office including the following:

1. University Library Policy with Respect to the Appointment and Promotion of Library Faculty
2. Copy of the applicable Academic Position Profile
3. Copy of the latest Agenda
4. Faculty Benefits Program Information brochure
<http://dps.rutgers.edu/benefits/faccont.htm>
5. Rutgers University Libraries system organization chart
6. New Jersey map, campus maps
7. The University Librarian's latest annual report
8. Short Research Assignment Application Guidelines
9. RUL Homepage Information
<http://www.libraries.rutgers.edu>

B. Some suggestions for additional local materials which may be added to the central packet:

1. Copy of latest issue of local campus newspaper
2. Local unit organization chart
3. Latest annual report from unit (may also include appropriate section annual report, e.g. reference, circulation, technical services, etc.)
4. Relevant college or program catalogs
5. Other documents that relate to specific positions

II. Information for Candidate Offered Position

These materials are made available through the Libraries Human Resources Department

1. University Policy with Respect to Academic Appointment and Promotions
2. Guidelines for Activities and Documentation with Respect to the Reappointment and Promotion of Library Faculty
3. University Libraries Policy with Respect to Qualifications for Appointment at Librarian Rank
4. University Libraries Faculty Bylaws
5. Local Newspaper (consult with local unit)

