

Search Procedures for Visiting Faculty

ADVERTISEMENTS

All announcements of open positions should feature prominently a statement about Amherst's commitment to diversity and equal opportunity. Placing this language or a similar statement early in the ad (after the first or second sentence) serves as an important signal about the College's commitment to diversity. You may use the shorter version where appropriate, but when you are not constrained by word count, you should use the longer version.

Shorter Version

Amherst College is an equal opportunity employer and encourages women, persons of color, and persons with disabilities to apply.

Standard Version

Amherst College is an equal opportunity employer and encourages women, persons of color, and persons with disabilities to apply. The College is committed to enriching its educational experience and its culture through the diversity of its faculty, administration, and staff.

It takes time to undertake the outreach efforts necessary to identify and contact the fullest range of candidates. Rather than announcing a particular deadline for submitting applications, we encourage you to use the following wording: "Review of applications will begin on [date] and continue until the position is filled." This will allow you to solicit and accept applications throughout the hiring process until an appointment is made. The hiring committee must consider all unsolicited applications that arrive, even after the review process begins. Another model is to say, "Review of applications will begin on [date] and continue until the position is filled. Applications received by [date] will be assured of full consideration." Ads should be posted at least six weeks prior to the closing date for the submission of applications or else should contain language that makes it clear that the search will remain open until the position is filled.

Please email your draft advertisement to Janet Tobin at jstobin@amherst.edu. Janet and I will review the draft, and we will confer with you about any changes that may be required. Once the ad is approved, the department will place the ads and the Dean's office will put the ad on our Website.

Placing the Ad/Building the Applicant Pool

Building the strongest and deepest possible applicant pool requires that the department advertise broadly and employ creative networking and innovative search strategies. Placing ads in either discipline-specific or general-purpose media, although necessary, is rarely sufficient to attract the best candidates and most diverse applicant pool. It is important for Amherst to convey to potential candidates our commitment to outstanding scholarship and teaching, and our commitment to attracting and supporting a diverse student body and faculty. Departments should consider soliciting nominations from the chairs and placement directors of leading graduate departments and from others in the discipline who might be in a position to help identify promising candidates. Also useful is consulting with disciplinary professional societies, which can often provide information about recent recipients of Ph.D. and post-doctoral fellowships, such as the Ford Foundation, the Consortium for Faculty Diversity, and the NSF-AGEP program,

and specialized conferences such as SACNAS (Society for the Advancement of Chicanos and Native Americans in Science). Contact Janet Tobin if you need assistance. There is a good deal of useful information on our faculty hiring website.

BUDGET

Searches vary considerably in cost. Local searches can be done for very little. Some larger searches will require much more. I am asking you not to exceed \$3,000. Please spend less, if you can, without harming the integrity of the search; call me to justify going over this limit, if absolutely necessary.

INTERVIEWS

You and I should plan to interview two or three candidates, although you may bring more candidates to campus, if doing so may enhance the quality and diversity of the finalists. During their time on campus, you should plan to have candidates meet with students and give a class and/or a talk that as many department members as possible should attend.

I would appreciate receiving the candidates' CVs and cover letters, and any comments you care to make about the candidates, before my interviews with your finalists. I urge you to ask your ADCs to call my office so that Marie may check my schedule before interviews with candidates are arranged.

Taping Interviews, Classes, and/or Job Talks

Recording interviews or job talks/classes has been helpful when department members cannot attend live presentations. Departments that make use of this technology must adhere to the following conditions:

The candidate must be given the option to accept or decline the taping (whether it is audio or video)

The same offer must be made to all candidates

Members of the audience must be informed

The tapes must be destroyed promptly after they have been reviewed by the department members who miss the live presentation.

The same method of recording must be used in all cases (e.g., all audio only or all video).

cc: Paul Murphy
Academic Department Coordinator
Gail Mitchell
Linda Bisi