

Procedures for Recruiting Jesuit Faculty

As part of our Jesuit mission, Loyola College has recruited qualified Jesuits who meet our specific needs for many years. During that time, some practices for engaging in conversations with Jesuit candidates and prospective candidates have developed – practices that have served us well. The goal of the following is simply to describe accepted procedures for recruiting Jesuits.

1. Each Fall the Association of Jesuit Colleges and Universities (AJCU) supplies Provincials, Rectors, Presidents, and Chief Academic Officers of Jesuit colleges and universities with a list of Jesuits scheduled for assignment for next fall, along with résumés. By agreement of Provincials and Presidents, any of these men can be contacted and offered positions at this point, with the understanding that the Provincial's final assignments of the next year's candidates will not be made until the spring.

Names of available Jesuits can also surface in other ways – by word of mouth from the Jesuit community, by chance encounters at professional meetings, and so forth. In such cases it is important that those who hear about such names communicate with the appropriate persons at Loyola. For example, faculty would communicate with their Chairs who in turn would keep the Dean informed.

2. Unless the President of the College or the Rector of the Jesuit Community recommends otherwise in a specific case, the Deans shall send resumes of available Jesuits to appropriate departments. The Dean and the department Chair shall meet to discuss whether any of the Jesuits meets Loyola's specific needs.

3. If, as a result of this conversation, the department is interested in a particular Jesuit, the Dean shall inform the Vice President for Academic Affairs and the President. Once approved by the Dean, the department may invite the Jesuit to campus for an informal visit. The goal of this visit will be for the appropriate people at Loyola (department, Dean, Vice President for Academic Affairs, President, and Rector of the Jesuit Community) to meet and speak with the Jesuit – and for the Jesuit to meet and speak with representatives of the Loyola community.

4. If, after this visit, a department continues to be interested in the Jesuit, he shall be invited back for the formal faculty interview on the basis of the usual materials submitted by all job applicants at Loyola (transcripts, letters of recommendation, writing/research sample, essay on Loyola's mission, etc.). We do not have to advertise for the position because it is so directly related to our mission. If the department wishes to extend an offer, it would do so in the normal way, working with the dean and using the employment recommendation form. There is agreement among the Jesuit universities and provincials that January 15 is the earliest date that a Jesuit can accept an offer.

5. Each Fall the Association of Jesuit Colleges and Universities (AJCU) also supplies Provincials, Rectors, Presidents, and Chief Academic Officers of Jesuit colleges and universities with a list of Jesuits scheduled for assignment for future years beyond the next fall. The President and Rector will screen these names for the most promising Jesuits, and try to get résumés directly from these Jesuits. The résumés will be sent to the appropriate departments through the Vice President for Academic Affairs and the Deans. If there is agreement by the President, the Dean, and the Department that the Jesuit would make a good faculty candidate for the department, the Dean will develop a plan to begin a conversation with the prospective candidate, including inviting him to Loyola for a visit and a seminar. Once the candidate becomes scheduled for assignment the next fall, the College will follow the steps 1 - 4 above to determine whether an offer should be made.