

Criteria used to rank CAS hiring requests

Hiring requests should follow the “procedures for hiring full-time faculty” on the Academic Affairs web site. The required Position Announcement Authorization form asks for a draft of the ad, an outline of the recruitment and search strategy that will produce a diverse pool of applicants who are supportive of the College’s mission [including advertising venues, deadlines for the submission of ads, dates of conferences that may be attended, planned date of campus visit], and budget). The required rationale should include answers to the following questions. The Dean uses these responses to rank proposals.

Quality Program criteria: Why does this department and the College as a whole need this position? How would this position contribute to the undergraduate, liberal arts (core and major) and/or graduate/professional mission of a Jesuit Catholic college and comprehensive university? Describe the position, including how this position fits into the Department’s academic vision for itself and the College as a whole. Specify what core, major, and/or graduate courses this person would teach, including Alpha and/or Service Learning and/or Catholic Studies. If the proposed rank is not entry-level, explain.

Student Service criteria. How many students (i.e., student credit hours) would this new faculty member probably teach, on average, per semester/year? How does this compare with the current department average, including those faculty on sabbatical? What percent of students (classes?) would be taught by full-time, tenure-track faculty without this person? With her or him? How are the courses that this person would teach currently being taught? (If your numbers differ from Institutional Research’s numbers on such issues, try to learn why. Could they have counted independent studies? labs? other odd courses? Could you have failed to include some sections?)

Financial criteria. What is the salary range needed for this position? (You may use ranges as tracked by professional associations in your field. If your professional association does not have such data for “master’s” or “comprehensive universities” like Loyola, the Dean can supply ranges from data gathered from other national administrative surveys of departments.) How will this position be funded? (Will this person replace a current full-time member, or will new money be needed? What is the “cost avoidance” in hiring this position? [That is, as a result of hiring this person, what full-time non-tenure-track or part-time faculty member{s} currently teaching will we not hire for next year?]) Simply filling in the requests for numbers on the Position Announcement Authorization form will answer each of these questions. Will this faculty member need office space (where? who will find it?), special equipment (e.g., start up funds for labs, etc.)?

Special criteria:

Urgent College needs: Accreditation, as mark of program quality. Jesuits for mission. Diversity, especially persons of color.

Ongoing College needs: Leadership (including Chair) in the Department. Critical mass for curriculum revision, new markets. Commitment to Catholic/Jesuit identity. Infusing new blood into a department.

Other College needs: Contributing to Department’s teaching in Alpha, Honors, or Service Learning and Catholic Studies, interdisciplinary teaching. Inability to hire adjuncts in Baltimore.

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