

IOWA STATE UNIVERSITY

College of Design

FACULTY SEARCH COMMITTEE GUIDELINES

This document should accompany the [Effective Faculty Recruitment](#) document provided by the ISU Advance.

Refer to additional resources on the Provost Office’s website for [Faculty Recruitment](#).

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Hiring Process

1. Creating a New Faculty Position & Position Description

- A. The Department Chair assesses the need for new faculty, requests approval from the Dean/Senior Associate Dean, and assembles a search committee.
- B. The search committee creates a position description, determines advertisement venues, sets a search timeline, and provides search committee member information to the HR Coordinator and the Faculty Success Advisor (FSA). FSA then gives access to the committee members to the online course on equitable search and works with the search committee chair and the human resources partner or coordinator on scheduling a 1-hour meeting with the search committee.
- C. The HR Coordinator obtains final approval from the Senior Associate Dean, posts the position, and shares the application link with the search committee chair.
- D. External advertisements will be posted by the respective departmental partner.
- E. Tenure/Tenure Track position must be advertised in a national publication. Most commonly used is The Chronicle of Higher Education.
- F. The departments are required to have an advertising budget for all tenure/tenure track positions.

2. Reviewing & Rating Candidates

- A. Application information is confidential and should only be shared within the search committee.
- B. Candidates are rated on a scale of 0-5 (5 being the most qualified) and categorized into Tier 1-3. Tier 1 candidates are interviewed, while Tier 2 are potential candidates, and Tier 3 are unqualified.
- C. Approval from HR Coordinator and Senior Associate Dean is required before notifying candidates for interviews.
- D. Candidates who are not selected will need to include one of the following reasonings on the Review Matrix.

Failed Required Qualifications	<ul style="list-style-type: none">• Education• Experience• Certification/License
Failed Preferred Qualifications	<ul style="list-style-type: none">• Education• Experience
Failed Search Committee Review	<ul style="list-style-type: none">• Quality/Relevance of teaching experience• Quality/Relevance of research experience• Quality/Relevance of extension/practice experience• Quality or scope of grant proposals awarded
	<ul style="list-style-type: none">• Department does not want to provide work sponsorship• Candidate withdrew• Application incomplete

addressed it?

- Have you participated in any teaching preparatory programs? If so, please describe your experience.
- How do you engage students with diverse learning styles and cultural backgrounds?
- What innovative teaching methods have you used, and how effective were they?

Research and Scholarship

- Can you describe your research?
- What skills or knowledge would graduate students gain from your research and what types of experiments or methods would they perform?
- Where do you see your research in the next five years?
- What are your most promising sources of funding?
- How do collaborations include the direction of your research?
- Who might you collaborate with on our campus, and do you have other collaborators outside the university?
- How has your research influenced your teaching?
- In what ways have you incorporated insights from your research into your courses?
- What is the status of any manuscripts or grant proposals you have in progress?

Service and Outreach

- How have you contributed to service activities within your previous institutions or professional communities?
- Describe any outreach or community engagement activities you have been involved in.
- How do you see yourself contributing to the service mission of your institution?
- How do you balance service commitments with teaching and research responsibilities?

Professional Practice

- Describe your experience in professional practice or outreach.
- Who do you consider your clientele or stakeholders?
- How does professional practice/outreach integrate with/influence your teaching and or research?

B. On-Campus Interviews: A maximum of three candidates can be brought to campus without additional approval. The search committee drafts the interview itinerary and coordinates travel, lodging, and meal arrangements. The itineraries for all candidates should be as close as possible.

The search committee is responsible for drafting the interview itinerary for each candidate. To avoid scheduling conflicts, please include time for travel between meetings and breaks. As a guideline, it is courteous to assign one search committee member to host each candidate brought to campus. A final draft of each candidate's itinerary needs to be shared with the Departmental Partner.

Interview itineraries should include

Required

- Dean – ½ hour
- Senior Associate Dean – ½ hour
- Presentation – ½ hour to 45 minutes (with time for Q&A)
- Department Chair – time can vary
- Search Committee – time can vary
- Department Faculty – time can vary

Suggested

- Time with students – Max of 4 pizzas will be ordered
- Meal(s) with candidates – Max of 3 guest, alcohol will not be reimbursed
- Tour of campus
- Tour of the College of Design
- Tour of Ames with a Real Estate Agent

Contact information for:

Reserving a Room	Departmental Partner
Scheduling time with the Dean	Amy Bannister, 294.7427 or amyb@iastate.edu
Scheduling time with the Senior Associate Dean	Shawnia Silverthorn, 294.7428 or shawnicas@iastate.edu

If:

- The Dean is unavailable, the Senior Associate Dean will assume the roles of both Dean and Research Dean.
- The Senior Associate Dean is unavailable, the candidate should meet with the IDRO Assistant Director.
- Both the Dean and Senior Associate Dean are unavailable, the candidate should meet with the Associate Dean for Student Success and the IDRO Assistant Director.
- The position has Extension and Outreach focus, the candidate should meet with the Associate Dean for Extension and Outreach, in addition to the other administrators.

Travel arrangements and lodging accommodation need to be made with the respective Departmental Partner's support at least ten days in advance. When making these arrangements the search committee needs to provide:

- Approximate time of desired arriving and departing flights (if required)
- Where the search committee would like the candidate to stay
- A list of restaurants for desired meal locations
- Means of transportation to and from the airport (if required)

Sample Itinerary

IOWA STATE UNIVERSITY

Office of the Dean
College of Design
Ames, Iowa 50011-3091
515 294-7428
FAX 515 294-9755
E-mail isucod@iastate.edu
<http://www.design.iastate.edu>

Itinerary for CANDIDATE NAME TITLE
Search
College of Design – Iowa State
University Campus Host – NAME

Arrival Day, DATE
TIME

Details about travel arrangements and
accommodations (if necessary)

DAY 1
TIME

Details about interview/activities (who, what, where)

9-9:30 am

Meeting with Faculty – Design 411

9:45-10:15am

Meeting with Search Committee – Design 130

- Name
- Name
- Name

7pm

Dinner with Search Committee or with other
departmental faculty, Restaurant
Name will pick up and return to hotel

- Name
- Name
- Name

DAY 2
TIME

Details about interview/activities (who, what, where)

Departure Day, DATE

8am

Name returns to the Des Moines International Airport

9:30am

Return Flight – US Airways flight XXXX

4. Selecting a Finalist

- A. The search committee summarizes candidate strengths and weaknesses for the Department Chair, who then seeks final approval from the Dean/Senior Associate Dean. The committee should not provide a prioritized order for the candidates.
- B. Reference checks are conducted by the search committee, and for tenured positions, external review letters and departmental P&T votes are required.
- C. Upon approval of the salary and the VPR's start-up package, the Department Chair drafts the offer letter (using the HR template), coordinates with HR, and initiates the hiring process on the Workday.

Sample Reference Questions

1. How long have you known the candidate, and in what context?
2. How well do you believe the candidate fits this position?
3. What do you see as the candidate's strengths and weaknesses?
4. How would you evaluate the candidate's scholarship, research skills, and ability to secure grants?
5. Is the candidate a national leader in this field, or do they have the potential to become one?
6. Can you comment on the candidate's teaching experience and their commitment to education and students?
7. How has the candidate been involved in outreach or professional practice, and their participation in the academic community?
8. How would you describe the candidate's ability to collaborate with others and contribute positively to the department?
9. How would you rate the candidate's leadership skills?
10. How effective are the candidate's communication skills, both oral and written?
11. Would you hire this candidate for this position? Why or why not?
12. Do you have any additional comments or insights about the candidate?