

UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK  
FACULTY SEARCH POLICY & PROCEDURES  
Fall, 2000, revised Fall, 2002

The Constitution and By-Laws of the Graduate College of Social Work require that faculty searches be chaired by the Associate Dean for Administration, and that the elected and appointed members of the Faculty Search Committee will serve as the search committee. National searches are to be conducted in filling all tenure/tenure track faculty vacancies. Temporary (i.e., visiting faculty) positions and clinical faculty positions do not require national searches, although national searches are not prohibited.

Process

The dean files a request with the Senior Vice President for Academic Affairs to initiate a search; when approved, the dean initiates a discussion with the GSSW Faculty Association to begin identifying faculty preferences vis-a-vis needs of the college. The Associate Dean--as committee chair--and the Search Committee are charged by dean with the responsibility of carrying out the search.

Procedures

The committee chair:

1. Writes a draft of the ads for committee review
2. Submits written ads to the University Affirmative Action Office for approval prior to submission for publication in the Chronicle of Higher Education, NASW News (when appropriate), and other publications (e.g., Black Issues in Higher Education).
3. Obtains a copy of the CSWE Minority and Women Doctoral Directory and reviews for potential candidate who might meet the needs of the college. Personal letters may be written to persons who fit the criteria of the search, encouraging them to apply.
4. Obtains directories of minority and women candidates from other sources as available.
5. Writes a letter to all deans and directors of accredited social work programs, enclosing a flyer announcing the search.

## The Committee:

When the chair convenes the Search Committee, one member is selected to act as the affirmative action officer, maintaining accurate data on applicants and the outcome of the application. The committee is charged with reviewing all applications and making decisions as to which applicants should be invited for campus interviews. Generally, and depending on available funds, three (3) candidates per vacancy are brought to campus for approximately one and a half day interviews. Prior to arranging campus interviews, the chair is responsible for requesting letters from applicants' identified references.

Logistical arrangements and scheduling of meetings with appropriate constituent groups during the candidates' visits are coordinated by the chair. Candidates vita and related materials are available for review prior to the campus visit. Candidates are scheduled to meet with college administrators, members of the search committee, faculty, staff, and students, as well as community representatives and GSSW alumni. Following a private meeting with the dean, candidates have an exit interview with the Search Committee.

### Decision-making process

All persons who have met with the candidates are asked to complete an evaluative feedback form on each; forms are transmitted to the committee chair. The chair convenes the search committee, shares the evaluations, and the committee formulates its recommendations on hiring. The chair meets with the dean to discuss the committee's recommendations. The committee's recommendations are taken under consideration by the dean who makes the final decisions as to hiring. It is the responsibility of the dean to handle specific negotiations with the selected candidate(s). Once a tentative verbal agreement has been reached, the dean drafts an offer letter and submits this, along with the candidate's dossier, to the Office of the Senior Vice President for Academic Affairs for final approvals (i.e., affirmative action, budget office, vice provost for research, etc.). When all approvals have been received, the formal offer letter is sent to the selected candidate with a time frame indicated for their response.

### Ongoing Search

A search will remain open, if, in the assessment of the Dean or the Committee, an appropriate candidate is not found for the position. The Dean will report such findings to the Committee, which in turn will inform the Faculty Association of the ongoing vacancy and the need to continue the search process.