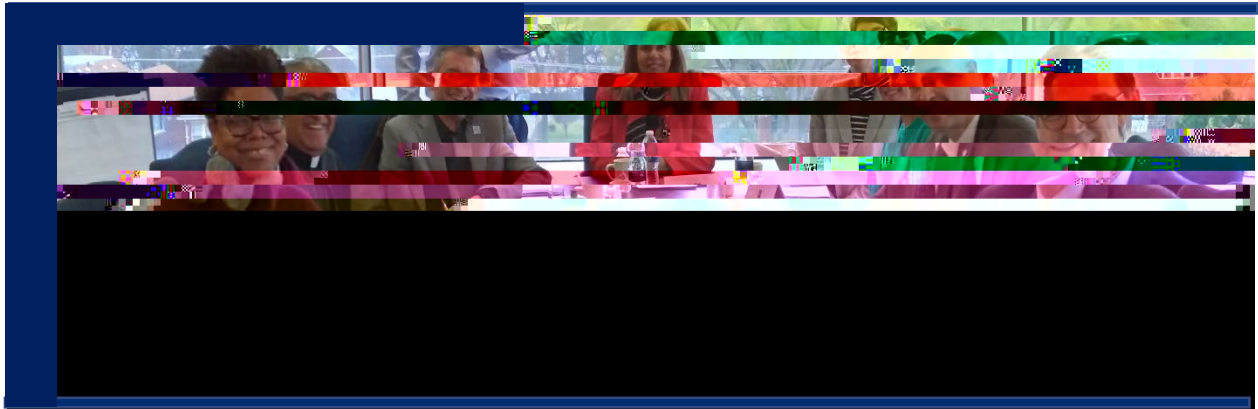




UNIVERSITY OF

DETROIT MERCY



DETROIT MERCY
POLICIES AND PROCEDURES
HANDBOOK FOR
FACULTY AND ADMINISTRATOR
POSITION SEARCHES

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A Mercy institution of higher education stands with the lineage of the Catholic intellectual tradition in its pursuit of truth and integration of knowledge for the common good. It participates in the Church's mission under the sponsorship of the Institute of the Sisters of Mercy of the Americas through the ministry of education, giving tangible evidence to its mission through ongoing teaching, scholarship and service. It demonstrates the values of mercy, justice and compassion as communicated through the traditions of the Sisters of Mercy. These common characteristics are uniquely given expression within each campus community. The Critical Concerns of the Sisters of Mercy encompass a special concern for women, immigrants, nonviolence, the earth, and racism.

3) Recruiting and Hiring a Strong Collegial Community of Faculty and Administrators

Detroit Mercy is committed to recruiting and hiring a strong collegial community and is guided by the University's mission statement and Jesuit and Mercy Institutional traditions

One of the Characteristics of Jesuit Education (2010) calls on us to examine our policies and procedures in detail and with honesty, in order that the institution manifests in its dealing with all members of the community the care and respect they deserve. It asks us to review policies and procedures not only for their compliance with civil law and best practices of management in mind, but also in accord with the prescriptions of Catholic social teaching. We should then ask ourselves the following: How are openness and responsiveness evidenced in the institution in its commitments to equity and inclusion; to the elimination of racial, gender and other biases; and to promoting policies that demonstrate care for our common home? How does the University demonstrate transparency about its Jesuit, Catholic mission in its hiring processes, and how are those tasked with hiring prepared to invite candidates into that mission?"

The policies and procedures included in this document are a direct response to:

- x How are openness and responsiveness needed in the institution in its commitments to bringing forward the riches of the traditions of a strong collegial community to contribute to our common values of mercy, justice, understanding, compassion, and reconciliation?
- x How does the University demonstrate transparency about its Jesuit, Catholic mission in its hiring processes and how are those tasked with hiring prepared to invite candidates into that mission?

II. Search and Hiring Process

The procedures described in this document are to be followed every faculty or administrator search. It is the responsibility of the Dean/Supervisor and Search Committee Chair to ensure that each step is followed and documented on the appended checklist.

1) Obtain an Authorization to Hire

a. Faculty

All requests for faculty positions are reviewed by the Provost and Vice President for Academic Affairs (VPAA) in consultation with the Dean/Supervisor of the applicable college/school/unit.

- non-tenure track;
- iv. Start date;
- v. Instructions for application process, including materials required
- vi. Deadline for receipt of materials or language indicating that search will be open until position is filled.

4) Active Recruitment through Position Advertising

a. General Recruiting Information

- i. National searches for tenure track faculty will be the norm rather than the exception. National searches are preferred, but required, for administrators.
- ii. Individual units are responsible for the expenses related to external advertising or posting.
- iii. Position announcements must be open for 30 days, or longer if possible, to ensure adequate exposure.
- iv. Departments are encouraged to use electronic posting services that have a broad reach. Some departments choose to post ads in Chronicle of Higher Education, Journal

position.

c. Active Recruitment: Role of Human Resources

- i. Consult with the Dean/Supervisor and/or Search Committee Chair about the process for posting the position, including identifying appropriate advertising venues targeted towards underrepresented groups.
- ii.

- i. Evaluation criteria
- ii. Materials that will be submitted for evaluation
- iii. Procedures for screening candidates
- iv. Protocol for conducting interviews (phone, virtual, and/or campus interviews)
- v. Evaluation tool for use by all individuals interviewing candidates
- vi. Procedures for evaluating candidates' references

a. Evaluation Criteria

Evaluation criteria must be applied consistently to all applicants. The Search Committee Chair must ensure that the criteria for evaluation are carefully defined, clearly stated in the position posting, and clearly understood and accepted by members of the committee.

As enumerated in the introduction to this document, faculty and administrator searches will focus on recruiting and hiring candidates who:

- i. Embrace University of Detroit Mercy as a Catholic university in the Jesuit and Mercy traditions;
- ii. Contribute to the University's mission to provide excellent student education in an urban context;
- iii. Enhance the intellectual and cultural diversity of the University.

Additionally, faculty searches will focus on recruiting and hiring candidates who:

- i. Exemplify excellence in research, teaching, and service (for faculty);
- ii. Demonstrate an interest and ability to integrate the University's mission into teaching, research, and service;
- iii. Demonstrate an interest and ability to provide inclusive, excellent student education in an urban context and contribute as a leader to the department's strategic interests;
- iv. Enhance the intellectual and cultural diversity of the University.

The Search Committee may also identify additional criteria for evaluation, for example:

- i. Specific academic or administrative needs of the college/department/unit;
- ii. Communication skills;
- iii. Interdisciplinary or collaborative opportunities.

b. Procedures for Screening Candidates

- i. The Search Committee shall perform an initial screening to eliminate candidates who do not meet the minimum qualifications included in the position posting.

Be professional and consistent in addressing men and women. If using first names, do so for all candidates. When introducing candidates, use a similarly appropriate title for the person to whom she/he is being introduced.

ALL interview questions should be aimed at discovering what the candidate can bring to the position and to the University. To help ensure a legal and equitable interview process, please adhere to the following practices

a. Core Questions

A consistent set of questions, in both the initial screening ~~campus~~ interviews, will help achieve fairness in interviewing and ~~evaluating~~ candidates. The Search Committee should develop a set of “core questions” to ask all applicants, ~~allowing~~ individualized follow-up questions.

In the development of Core Questions, consider:

- i. Interview questions should aim to discover the potential that candidates bring to the long-term objectives of the department/university.
- ii. For faculty, ask questions that assess the candidate’s qualifications for teaching, scholarship, and service within a diverse environment.
- iii. For administrators, ask questions that assess the candidate’s qualifications for

iii.

- ii. How do you think your work here will contribute to the mission?
- iii. How can you help students gain an appreciation of the mission?
- iv. How do you think you can help students integrate their intellectual, spiritual, ethical, and social development? What experience do you have of doing this?
- v. Do you have any questions or concerns about any aspect of the mission?
- vi. How would you engage students in the curriculum based on contemporary social and ethical issues?
- vii. How might you incorporate the idea of the value of community and belonging in your teaching and research?
- viii. How is your scholarship and teaching informed by the social development of students?
- ix. What challenges and opportunities might you see working in a Catholic Jesuit Mercy institution in the city of Detroit?

c. Evaluating Candidates' Responses:

- i. Strong applicants will have a record of commitment to the whole person in the context of the human community and the wider community of Earths research, teaching, service, and/or community engagement.
- ii. Strong applicants should be at ease discussing contemporary world issues and their significance to the educational enterprise and the University's mission.
- iii. Strong applicants should be able to speak to education excellence, informed by a contemplative mind and heart, open to explore ideas both ancient and new, with an understanding of the human condition.

“The University provides reasonable accommodations for persons with disabilities, both in the interview process and for its faculty, students, and staff. Should you need an accommodation, please let us know at your earliest convenience so that we may make arrangements in advance of your interview. Please contact [name] at [phone number] or [email] with any request you might have.”

f. Reference Checks

- ¾ Prior to contacting the listed references, the committee must confirm with the candidate that references will be checked.
- ¾ The Search Committee must determine consistent “Core Questions” designed to evaluate candidates’ fulfillment of evaluation criteria.
- ¾ It is recommended that at least two members of the Committee participate in reference check telephone calls, if scheduling allows.
- ¾ Search Committee members who speak with references must prepare a written report for the committee that addresses particular evaluation criteria.

9) Arrange for Campus Visits

Following the identification of candidates for campus visits, the Search Committee Chair should extend an invitation to the finalists for campus interviews

- a. Communication with finalists should include (This may include sending a list of University links and/or hard copies)
 - i. PreInterview Materials, including but not limited to:
 - x University mission statement
 - x University website
 - x College/School/Department/Unit webpages
 - x College/School/Unit Mission Statement, Strategic Plan, Accreditation Report/status, etc.
 - x Office of Mission Integration webpage
 - ii. Prior to the interview, the candidates should be directed to prepare for this aspect of the interview by examining the Office of Mission Integration webpage: <https://www.udmeci.edu/about/mission/office/index.php> and the link to [Living the Mission](#) which highlights Research and Scholarship, Teaching, Service and Community Engagement and Faith & Spiritual Practice.
 - iii. A tentative schedule for the interview, including individuals (name, title and/or department) and groups with whom the candidate will meet;
 - iv. Expectations for travel, e.g. candidate ()-211 (me2 (i)-0 0 1i 0 1i 0 1i2 (m(c)

- i. For faculty, following a discussion with the Provost/VPAA, the Dean will contact the candidate and make an offer. The Dean will then complete and submit a Cont Request form to the Provost indicating key information that should be included in the Provost/VPAA's offer letter including rank, tenure or ~~tenure~~ track, salary, start date and any other additional terms, e.g. development or lab funds. The Dean should also forward a copy of the advertisement, copy of the candidate's CV and summary of the search committee's recommendations to the Office of the Provost/VPAA. The Office of Academic Affairs will draft an offer letter to forward to the candidate.

- ii. For nonfacul

- iv. Value and support networking along race and ethnic lines as an effective way to deal with problems of isolation.
- v. Avoid placing additional demands or expectations on minorities or women, such as extra advising or committee work.

IV. Further Assistance and Resources

- i. Resources are posted to the [Academic Affairs webpage](#) under the Hiring Faculty and Administrator tab
 - a. Search Committee Checklist
 - b. Unconscious Bias Course



SEARCH COMMITTEE CHECKLIST FOR FACULTY AND ADMINISTRATOR POSITIONS

To be maintained by the Search Committee Chair and shared as

Search Committee Formation and Organization		
1	Search Committee and Search Committee Chair are identified by the Dean/Supervisor Department Chair, where applicable. Faculty and Administrator Search Committees must include individuals who have diverse perspectives and who represent the human community and the wider community of Earth	
2	Search committee orientation meeting with the Dean/Supervisor	
3	Search Committee Training completed by all members of the Search Committee _Unconscious Bias Training _How to develop and use evaluation criteria for applications and interviews	
4	Search Committee meets to develop rules of engagement, Candidate Evaluation Criteria refines other documents for search using available templates.	
5	The Position Announcement contains required university content	
6	Search Committee established a plan for advertisement and recruitment that includes where the position will be posted and how it will be communicated to others to reach a strong collegial community.	
7	Search Committee Chair presents documents developed from steps above for Dean/Supervisor approval.	
8	Milestone Check: Readiness to Place Advertisement Implement and Document Advertisement and Recruitment Plan	
Search Committee Review of Applicant Materials		
9	Review Applicant Materials using established evaluation criteria for application review. The Search Committee Chair maintains a log of reasons why applicants were not hired.	
10	Milestone Check: Quality of Applicant Pool Dean/Supervisor reviews the quality and diversity of applicant pool based on consultation and report from the Search Committee to determine continuation of the search or determine if a failed search (Dean/Supervisor meets with the committee to discuss next steps).	
Search Committee's First Round of Interviews		
11	Committee confirms criteria to be used to select first round of interviewees (virtual interviews)	
12	Committee selects candidates for virtual interviews using established criteria.	

SEARCH COMMITTEE CHECKLIST FOR FACULTY AND ADMINISTRATOR POSITIONS

13 **Milestone Check: Identifying First Round Interviewees**

Dean/Supervisor reviews the quality and diversity of first round candidates based on consultation and report from Search Committee. Dean/Supervisor ns /TT0 1 Tf -0.002 Tc 0portc

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