

English Department Guidelines for Soliciting Faculty
Feedback on Faculty Search Candidates
Version 1.0

Department of English
Middle Tennessee State University

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RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
9/24/21	1.0	Original submitted.	Approved by final vote of tenured and tenure-track faculty: <ul style="list-style-type: none">• 33 in favor• 2 oppose• 1 abstain

1.0 INTRODUCTION

1.1 Summary

This document provides guidelines for English Department search committees to follow when soliciting feedback from the Department faculty after a potential tenured or tenure-track job candidate's on-campus visit. A modifiable template for a form used to solicit faculty feedback is also included.

1.2 Context

Choosing a new faculty member is one of the most significant joint endeavors that the English Department undertakes.

It is essential, therefore, that Department faculty be given a chance to assess a candidate's strengths and weaknesses and to communicate their assessment to the Search Committee with the understanding that their feedback will be seriously considered as part of the committee's deliberative process. These guidelines have been developed in an effort to ensure such solicitation occurs and does so in a predictable fashion.

1.3 Scope

This document applies only to job searches conducted by the English Department to fill regular tenured or tenure-track positions.

This document does not apply to searches conducted to fill the position of English Department Chair because such search processes will be conducted primarily by the Dean's Office.

Also, this document will likely not apply to searches for Lecturer or other non-tenure track positions because such searches generally do not involve a campus visit. If, however, such a search does include a campus visit, then these guidelines should be followed.

1.4 References

(1) *MTSU Policy – Records Retention and Disposal of Records*

2.0 GUIDELINES

2.1 Notification of Department Faculty

It is expected that Department faculty will receive notice – generally from the Search Committee Chair or the Department Chair – of a planned campus visit sufficiently far in advance of the candidate’s arrival so that individual faculty members may, if they desire, make plans to attend events such as research/teaching talks, meet-and-greets, etc.

This expectation does not, however, preclude the possibility that unforeseen events (particularly weather-related issues) may require last-minute modifications to an itinerary. In such cases, the Search Committee Chair and/or the Department Chair shall make every effort to keep faculty members as abreast as possible of changes to schedules and plans.

2.2 Solicitation of Faculty Feedback

Appendix A provides a template to use when soliciting faculty feedback. The Search Committee may modify the form as needed to accommodate specific situations. If changes are required, the Search Committee Chair should articulate to the department faculty which edits have been undertaken and the reason(s) for them.

Prior to the candidate’s visit, the Search Committee Chair will promulgate a copy of the feedback form that will be used and indicate the timeframe in which comments must be submitted.

2.3 Commitment to Fair Hiring Practices

The English Department supports Middle Tennessee State University’s commitment to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, marital status, sexual orientation, gender identity, military status, or veteran status. Faculty must not assess based on these aspects.

2.4 Consideration of Faculty Feedback

It is expected that all Search Committee Members will review all faculty feedback at least once prior to conducting their final deliberations and making a recommendation to the Department Chair.

2.5 Retention and Disposal of Records

All faculty feedback forms and other records generated by the search process should be retained according to the University requirements set forth in Reference (1).

APPENDIX A
Candidate Visit Feedback Form

Candidate Visit Feedback Form

Candidate Name _____

Your Status Tenured / TT _____ Instructor / Lecturer _____

Your name (optional) _____

Which candidate-related activities did you take part in? (check / list all that apply)

Attended teaching pres. _____ Attended research pres. _____

Ate meal(s) _____ Transported candidate / gave tour _____

Reviewed candidate application materials _____

Others (list) _____

FACULTY RECOMMENDATIONS (Please Check Appropriate Box & Offer Comments as Desired)					
POTENTIAL AS TEACHER	Highly recommend _____	Recommend _____	Acceptable _____	Unacceptable _____	No opinion _____
<u>Comments</u>					
POTENTIAL AS RESEARCHER	Highly recommend _____	Recommend _____	Acceptable _____	Unacceptable _____	No opinion _____
<u>Comments</u>					

FACULTY RECOMMENDATIONS - CONTINUED
(Please Check Appropriate Box & Offer Comments as Desired)

OVERALL RECOMMENDATION	Highly recommend	Recommend	Acceptable	Unacceptable	No opinion
<u>Comments</u> 	_____	_____	_____	_____	_____

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