



**POLICY FOR RECRUITMENT OF
FULL-TIME AND PART-TIME FACULTY**

I. INTRODUCTION

- A. All recruitment and appointments to fill faculty positions at Montclair State University (MSU) must comply with Federal and State civil rights legislation on equal opportunity and affirmative action, as well as MSU's own institutional policies and self-set hiring goals to correct the underrepresentation, where it exists, of Black and Hispanic faculty, and other targeted minorities, and women.
- B. Under MSU's Selected Procedures Agreement (SPA), the Department Personnel Advisory Committee (DPAC) is responsible for evaluation and recommendations concerning appointments of full-time faculty. MSU's policy and procedures for recruitment and appointment of faculty are consistent with the SPA and the State contract.
- C. MSU's Affirmative Action Guidelines For Recruitment of Full-Time and Part-Time Faculty include the specific procedures to be followed, including obtaining authorization to fill the position, posting and advertising, interviewing, reporting procedures, and a checklist to assure compliance with all requirements.

II. ELECTION OF DEPARTMENT PERSONNEL ADVISORY COMMITTEE

- A. The composition and term of office of members of the DPAC shall be determined by the department by democratic process. (Refer to SPA)
- B. All DPAC members must be tenured. Exceptions to this rule shall require written approval from the Overview Committee.
- C. No person shall serve more than three consecutive years on the DPAC.
- D. Departments should make every effort, where possible, to select Blacks and Hispanics to serve on DPAC's which will be involved in recruitment of faculty to bring to bear diverse sensitivities to the task of recommending faculty for appointment.

III. **RESPONSIBILITIES OF THE DPAC IN RECRUITMENT OF FACULTY**

The DPAC will be responsible for:

- A. Complying with MSU's Affirmative Action Program and the Affirmative Action Recruitment Guidelines for Recruitment of Full-time and Part-time Faculty.
- B. Knowing the Department's current employee profile by gender and ethnicity.
- C. Knowing the institutional affirmative action hiring goals for targeted groups as established each year by the Vice President for Academic Affairs (VPAA).
- D. Arranging for special outreach to broaden the candidate pool to include Blacks and Hispanics and other targeted groups to supplement the coordinated advertising arranged by the Office of the VPAA. This should include sources such as professional associations; University placement offices; other places not on the mailing lists used for the coordinated mailings; individual and personal contacts by department members; and other outreach.
- E. Screening, interviewing and recommending in a manner to assure that targeted groups are represented in the interview process and on the recommended list in order to fulfill the University's programmatic needs and affirmative action requirements.
- F. Filing of the Affirmative Action Recruitment Reports in a timely manner to assure the opportunity for monitoring of the process by the VPAA, the Academic Dean, Department Chairperson and the Equal Opportunity/Affirmative Action Office.

IV. **RESPONSIBILITY OF THE UNIVERSITY ADMINISTRATION**

The President, the VPAA and Academic Deans will be responsible for awareness of the procedures being followed by the DPAC at each step of the recruitment process. This will entail reviewing the Affirmative Action Recruitment Reports, Parts 1, 2, 3 and 4, as they are filed to comment to effect changes; and/or to stop the process at any time that it becomes apparent, by their own observation or by outside comments, that the process and procedures do not reflect a good faith effort consistent with this policy and the guidelines.

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