Instructions for Interim Faculty Searches

The term "interim faculty members" covers those positions often referred to as "temporary," or "adjunct," or "visiting." It covers all faculty who are not in tenured, tenure-track or in continuing non-tenure-track positions.

Requesting an Interim Position

Department chairs are expected to request approval for interim slots during the annual department staffing and curriculum meeting with the Provost which takes place in the fall of the year proceeding the academic year in which the interim appointments are being requested. Once the Provost has reviewed the staffing and curriculum plans and the departmental budget requests, the Provost or the Assistant Provost will notify each chair of the position(s) which have been funded. Unlike searches for tenure-track and continuing non-tenure-track positions, neither the Committee on Appointments nor the faculty diversity liaison need be involved. Chairs may contact the latter for advice on best practices.

Advertising Procedures

After receiving authorization from the Provost for an interim appointment the department will submit a draft ad for review to the Assistant Provost. In consultation with the Provost, the Assistant Provost and the Faculty Appointments Coordinator will review and approve the language of that ad.

Advertisements should contain the name of the department, field, number of courses, special qualifications/criteria (e.g., Ph.D. in hand, prior teaching experience), materials to be submitted (e.g., curriculum vitae and three current letters of reference are standard), the date on which review of applications will begin, and concludes with the following boilerplate language:

Bryn Mawr College is a distinguished liberal arts college for women with a vibrant faculty of scholar-teachers, a talented staff and intellectually curious students eager to make a difference in the world. The College is committed to increasing the diversity of its students, faculty, staff, and curricular offerings with a particular focus on enhancing ethnic and racial diversity and advancing social justice and inclusion. We believe diversity strengthens our community and enriches the education of our students. We have a student body of 1,350 undergraduates (34 percent are U.S. students of color and 22 percent are international students). There are 310 graduate students in coeducational graduate programs in social work, humanities and science. Bryn Mawr College is located in metropolitan Philadelphia and enjoys strong consortial relationships with Haverford College, Swarthmore College, and the University of Pennsylvania. Bryn Mawr College is an equal-opportunity employer; candidates from underrepresented groups and women are especially encouraged to apply.
The Provost's Office will place the ad on the Provost Office web page, in HigherEdJobs.com, Higher Ed Recruitment Consortium (HERC), and in The Registry - National Registry of Diverse and Strategic Faculty. Special attention should be given to advertising in publications reaching minority candidates. However, it is important not to rely on advertisements alone in recruiting candidates. The department chair should use their respective professional networks to seek out strong candidates and contact graduate departments noted for training scholars in the field. Such personal contacts are particularly important in recruiting minority candidates.

**Search Costs**

The Faculty Search budget has modest amounts available for interim searches. The Faculty Search budget will not cover the cost of office supplies, stationery, stamps, and duplication costs; these should be borne by the department. For one-year positions, full and particularly part-time, should ideally be confined to the region. Interim faculty search expenses should be billed to 1-*****-department code-01117.

**Reviewing and Responding to Applications**

The department chair is responsible for overseeing the applications in Interfolio ByCommittee Faculty Search and organizing their review by colleagues. Applicants should be kept informed about the status of their candidacy as the search proceeds.

**Campus Visits**

Campus visits are required for candidates for positions involving more than three courses. They are not required for less than three courses. The general practice is to invite two or three candidates to campus for interviews.

**Whom the candidate(s) should meet**

While on the campus visit the candidate should meet all members of the department or program. Candidates for full-time positions should also meet the Assistant Provost and the appropriate Deans. All Arts and Sciences candidates meet with the Undergraduate Dean or designee. Candidates for positions in Arts and Sciences departments with graduate programs also meet with the Graduate Dean. Copies of the candidate's application materials and a schedule of the candidate's visit should be sent to these administrators prior to the campus visit.

Chairs should be sure that candidates have clear and complete information in advance about what is expected of them and whom they will meet during the campus visit. If a lecture is scheduled, chairs are advised to invite colleagues from other departments to hear the lecture and meet the candidate; to make posters and to use the Campus Events Calendar.
**Campus Visit Costs**

The College will only reimburse for reasonable entertainment costs and not more than $300 per candidate visit. That $300 includes the candidate's lodging and meals, and any meals and snacks involving members of the search committee, department, and students. To keep costs under control, lunch meetings with candidates should take place on campus and involve small groups. Students may take the candidate to one of the dining halls. Meal tickets for dining with students may be obtained from the Provost's Office (care of Linda Butler Livesay). Dinners in restaurants with candidates should be limited to small groups and to $30-$40 per person. If chairs have any questions about policies regarding on-campus visits, about the payments of bills, and the reimbursement of expenses, they should call Linda Butler Livesay (5169) or write to her.

**Request to Extend an Offer of Appointment**

When the chair is ready to recommend that a specific individual be appointed or reappointed to fill the approved slot, the chair should make that recommendation in writing to the Provost or Assistant Provost, including in the recommendation the information noted below. The recommendation should state clearly and/or include:

- Name of the individual
- Curriculum vitae
- Reason for hiring (e.g. leave replacement for *name*, or, course replacement for *name*)
- Names/numbers of courses to be offered, and the semester(s) in which the course(s) will be offered
- Anticipated course enrollments

The chair is responsible for seeing that new courses proposed by interim faculty members are taken to the Curriculum Committee in a timely manner for review and approval.

Before requesting the reappointment of an interim faculty member, the chair should review that individual's teaching evaluations and apprise the Undergraduate Dean of the intention to request reappointment of the Provost.

No offer letters will be prepared without a written formal recommendation from the chair.

**Offer and Appointment Letters**

On behalf of the Provost, the Assistant Provost will send an offer letter to the potential interim faculty member, spelling out the terms of the appointment and requesting that within a stated period of time the individual endorse a copy of the letter and return it to the Provost's Office to signify acceptance of the offer.