

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD4223S
Date of Senate Approval 03/30/2023

Statement of Faculty Senate Action:

**FWDC 7: Revision of the Composition of Faculty Search Committees)
Faculty Handbook [Section 2.4](#)**

Effective date: Fall 2023

Summary: This document updates the faculty handbook section on the composition of faculty search committees.

Rationale: In 2017, UNC Asheville developed the Diversity Advocate program and has since shifted to require that each search committee member be trained to be attentive to implicit biases to ensure our processes are fair and equitable. In Spring 2022, the Faculty Senate passed [SD6922S](#) to remove mention of Diversity Advocates. However, that document notes that “the process is evolving and will continue to evolve.” Because of the changing nature of the training process, the Faculty Senate voted to link to the Academic Affairs website for up-to-date information on the composition and training of search committees. That decision was made with reservation and was intended to be temporary: “Once a consistent training structure is established, the handbook will be updated accordingly.” The current training process has not changed since the passage of that document, so this document incorporates the current practice as listed on the Academic Affairs website into the Faculty Handbook. If that process changes, the Handbook will be updated to reflect current practice.

Revise 2.4 as follows: Faculty Searches

This process is controlled by State and Federal laws governing employment by public institutions and including regulations concerning Affirmative Action and non-discrimination. In the employment of faculty members at UNC Asheville, the Provost and VCAA has been delegated responsibility for all matters, from the allocation of vacant positions to the recommendations for hiring to the Chancellor. In the hiring of tenure-track persons, the Board of Trustees acts on the recommendation of the Chancellor. The Board has delegated to the Chancellor the final decision on the hiring of non-tenure-track faculty members.

Purpose of the Search: ([SD7103S](#))

To find the person most qualified in the needed expertise and most suited to the purposes and character of this particular academic community. The achievement of this purpose may be modified by the circumstances of the employment market, rank and salary available, the recruitment and retention of faculty accompanied by an academic spouse/partner, etc.

Function of the Search Committee:

1. To clarify (to the extent that they have not already been determined) the qualifications to be sought in applicants for the position in light of departmental and institutional needs.
2. To screen all applicants in order to determine those most suitable for the position advertised.
3. To recommend to the Provost and Dean applicants to be invited for on-campus interviews.
4. To participate in these on-campus interviews and to provide feedback to the Provost and Dean after campus interviews.

Role of Chair of the Search Committee:

1. To lead the Committee in performing its functions including:
 - * setting up its procedures, files, and individual assignments,
 - * maintaining objectivity in assessing applicants' qualifications,
 - * directing attention to affirmative action consideration, and
 - * checking applicants' references.
2. To act as liaison with Office of Academic Affairs in:
 - * developing advertisement, its placement in journals and deadline for applications,
 - * meeting requirements and reporting needs of Affirmative Action,
 - * communicating feedback on candidates to the Provost and Dean, and
 - * being available for consultation with Academic Affairs on any subsequent salary or rank negotiations.
3. To make arrangements for interviews and presentations by candidates in:
 - * setting up dates and interview schedules,
 - * arranging travel, lodging and meals, and
 - * arranging for reimbursement for expenses incurred by candidate.

Composition of Search Committees [for Tenure-Track and Non-Tenure Track Positions \(SD6922S\)](#)

~~Please refer to the Academic Affairs website for procedures on the composition and training for search committees. Training for search committees is currently in transition. Once the training details are in place, documents will come through FWDC to update the handbook permanently.~~

~~For lecturers who will be employed for one year only (e.g., placeholder lecturers), a formal search is not required. However, a new contract for the same lecturer position is not allowed without a formal search.~~

A search committee should consist of at least five faculty members. The committee includes at least one external member who is a full and integral member of the search committee and should be involved in all stages of the search. In departments of four or fewer members, all members of the department along with one person outside the department will serve on the search committee. Except for unusual circumstances, the department chair shall serve as the chair of the search committee. In departments of five or more the chair will recommend to the Provost and VCAA the names of those to serve on the search committee. When forming a search committee, chairs should attempt to balance service obligations with views of the current needs and future direction of the department. Diversity of representation is expected on all search committees. Each member of the search committee receives training to ensure that search committee members are mindful of both explicit and implicit bias. All department members should have the opportunity to meet the candidates during on-campus interviews and to provide feedback to the search committee.