

Indiana University East Faculty Senate

Search, Screen and Hiring Procedure for Faculty

Faculty hires at Indiana University East shall be chosen through a process referred to as “Search and Screen.” New full-time faculty searches shall include a public advertisement of the job description (“Search”) and an evaluation of applicants’ qualifications through a committee of faculty (“Screen”). This policy asserts the faculty’s legislative authority in determining the academic mission of the campus and its consultative role in faculty compensation.

Legislative Authority

The Faculty Senate at Indiana University East delegates to the faculty in each School the authority to:

1. Determine the necessity to add new faculty positions or to fill vacant faculty positions in the respective Schools.
2. Subject to the Academic Ranks policy and University Policy determine the required and desired academic qualifications for any newly advertized faculty positions. This includes the determination of area of specialization, required previous teaching experience, research accomplishments and desired rank and approval of the wording of these requirements in external communication.
3. Evaluate the credentials of each applicant and remove candidates that are deemed unqualified or inappropriate from the pool of applicants under consideration.
4. Determine and recommend an annotated list of finalists that are deemed best for needs of the school.

Consultative Authority

The Faculty Senate at Indiana University East delegates to the faculty in each School the right to be consulted on matters of faculty compensation for new hires and on the venues for advertising the position.