

**Background.** A survey of the departments of the Creighton College of Arts and Sciences reveals considerable diversity in their hiring procedures. Most, however, employ the same four elements in the same order: announcement of position to identify a cohort of qualified and interested candidates; screening written applications to determine whom to invite for preliminary interview; the preliminary interview, either over the phone or at a major conference, to determine whom to invite to campus for formal interview; the formal, on-campus interview to determine the candidate(s) to be recommended for hiring to the Dean.

In keeping with the Strategic Plans of both the College and the University, the Academic Policy, Discipline, and Appeals Committee has developed and proposes for adoption the following:

### **Suggested Guidelines: Hiring For Mission**

**Preamble.** Recognizing distinct differences among the Departments of the Creighton College of Arts and Sciences—differences in hiring procedures, disciplinary demands, rank and tenure criteria—the following are suggested guidelines for consideration by Departments in their objective to identify and recruit new faculty who not only excel in the discipline but clearly seek to participate in Creighton's Jesuit and Catholic mission

- 1. Announcement of position.** Published announcements of a faculty opening should include a statement that the Department takes seriously its role in furthering the University's Catholic and Jesuit mission and identity, as declared in the mission statements of the University, the College and the Department, as well as the College's Identity Statement. Announcements should explicitly request candidates to include in their cover letter ways in which they will contribute to this mission.
- 2. Screening written applications.** In determining which applicants to invite for preliminary interview, consideration of "fit" with Creighton's mission should be an important factor. With that in mind, each invited candidate should be directed to review the various mission statements, with the understanding that he/she would be asked to address them in the interview itself.
- 3. Preliminary interview.** Those candidates who will be invited to campus for formal interviews at this stage should have been able not only to articulate Creighton's mission but also to express a commitment to contribute to it as faculty member. Such expression should also be part of the invited candidate's written formal application to the College.
- 4. On-campus interview.** Discussion of participation in Creighton's mission should be a regular part of the various scheduled interviews with Department individuals, with the Department as a whole, and with the Chair. Based on the entire process, the candidate(s) recommended to the Dean should be outstanding in all aspects, including "fit" with the mission.