



6FKRRO RI \$U
/HWWHUV

7(18575\$&)\$&8/7&(\$5&0\$18\$/

Last
updated:

7 \$ % /2() & 2 1 7 (1 7 6

Introduction _____ 2

 Message from the Dean _____ 2

 Editorial Note _____ 3

 Additional Resources _____ 3

Hiring Full-time, Tenure-Track Faculty _____ 4

 Initiating a Full-Time Faculty _____ 4

 Job Requisition and Advertising Process _____ 4

 Development of the Job Description and Advertising Plan _____ 4

 Job Posting & Advertising _____ 5

 Search Committee Composition _____ 5

 Search Committee Formation _____ 6

 Responsibilities of the Chair of the Search Committee _____ 6

REG-2240-TM-0210-001

, 1 7 5 2 ' 8 & 7 , 2 1

0 H V V D U H R W K H D Q

The recruitment of new faculty members is among the most impactful and rewarding of duties in which the SoAL community engages. Successful faculty searches increase diversity and bring renewed energy to programs and departments; strengthen SoAL's teaching capacity; and elevate and expand the School's scholarly productivity and reputation.

This search manual is designed to provide search committees, department

(G L W R I B M D H O

The School of Arts and Letters is a unit of Middle Georgia State University, which is in turn part of the University System of Georgia (USG) and governed by the Board of Regents (BoR). In the case of discrepancies between MGA or USG policy and this Manual, MGA or USG policy will always prevail.

\$ G G L W I S R I Q B O U F H V

USG Human Resources Administrative Practice Manual

Middle Georgia State University Faculty Handbook: Section 4.02

https://www.mga.edu/faculty-staff/docs/MGA_Faculty_Handbook.pdf

Middle Georgia State University Policy Manual: Section 8 HR Policy Resources: Section

+ , 5 , 1 *) 8 // 7 , 0 (7 (1 8 5 (7 5 \$ & .) \$

, Q L W L D) X I O O P E D F X O W \

A full-time faculty search may be triggered by faculty resignation or retirement, newly approved academic programming in a unique discipline, or substantial enrollment growth.

Once the Dean receives verbal approval to hire from o

In consultation with faculty disciplinary experts as appropriate, the Department Chair will draft

6 H D U & R P P L W Y R H P D W L R Q

The Department Chair recommends to the Dean 5 faculty members to serve on the Search Committee, including one faculty member to serve as Chair of the Search Committee.

The Dean of SoAL appoints one non-voting administrative representative to the Committee.

Once the full Search Committee is approved, the Chair of the Committee will set up an initial meeting with all committee members, the Dean, and the Chair in order to receive the charge and to review process and policy.

5 H V S R Q V L E L C K S W D E U W K G H D U & R P P L W W H H

The Chair is responsible for organizing the work of the search Committee and in guiding the collaborative decision-making process. The Chair of the Committee does not have decision-making authority. Specific responsibilities of the Chair include:

Emailing Human Resources with the names of the Search Committee Members, Chair, and Dean so they can be granted access to the online folder with the applicant materials.

Inviting the Dean and Chair to the initial Committee meeting so a charge can be given.

Ensuring the Committee follows confidentiality protocols.*

Collecting all search paperwork including rubrics, screening interview questions, reference checks, etc. (These will be delivered to the Dean’s Office at the end of the hiring process.)

Guiding the Committee in development of screening rubrics and interview questions, Scheduling and managing technology for interviews. This should be done in close collaboration with the Department Chair, Dean, and Provost’s Office.

Providing candidates with Technology assistance/practice as needed.

Providing candidates with consistent presentation prompts and interview schedules.

Communicating with candidates to schedule interviews.

Inviting the SoAL community to finalists’ public presentations.

Communicating with Chair and Dean at each screening stage of the process, letting them know which candidates are chosen for initial screening and finalist interviews.

Guiding the Committee in deliberating on initial screening and final hiring recommendations.

Delivering to the Chair and Dean the Committee’s recommendations for hire in the form of an unranked list of the Committee’s top two or three candidate choices.

* The Search Committee should maintain confidentiality of applicant information and names/ status of individuals being interviewed. The Search Committee should protect the confidentiality of an individual until the individual becomes a finalist. The Search Committee may elect to post the job announcement on social media sites or on sites such as LinkedIn but should not personally solicit applications or engage in personal discussions about the job opening.

5 X E U L F , Q W H U Y L H Z 4 X H V W L R Q V D Q G 3 U H V H Q W D W L

Under the leadership of the Search Chair, the Committee must develop an initial screening rubric that precisely reflects the minimum and preferred qualifications listed in the posted Faculty advertisement. The ~~SAMPLE SCREENING RUBRIC~~ ~~(C) TS~~

Initial Interviews (via Teams)

The Search Committee interviews top candidates via TEAMS using the questions on the Initial Interview Questions (including position-specific questions developed by the committee). The same exact questions must be asked of all candidates without deviation.

Chair and Dean should be invited to initial interviews as non-participating observers.

The Search Committee deliberates and choose 2-4 candidates as finalists. A list of no larger than 4 top candidates should be forwarded to the Chair and Dean for approval.

The Search Committee Chair requests the finalists' salary requirements via email and reports the results to the Chair and Dean.

Finalist Interviews (via Teams).

Finalist interviews must be coordinated and scheduled in conjunction with both Chair and Dean. Finalist interviews will consist of the following parts:

The Search Committee interviews top candidates via TEAMS using the questions on Finalist Interview Questions (including position-specific questions developed by the committee). The same exact questions must be asked of all candidates without deviation.

The candidate gives a TEACHING DEMONSTRATION on TEAMS to which all SoAL faculty and staff are invited.

The Chair interviews finalists (30 Minutes).

The Dean interviews finalists (30 Minutes)

Final Committee Deliberation and Communication

The Committee identifies its top two candidates.

The Chair of the Search Committee presents an unranked list of the top two candidates to the Chair and Dean and debriefs them on the Committee's conclusions.

The Chair, in Coordination with the Committee Chair, checks references of the

the Search Committee Chair requests the finalists' salary requirements via email and reports the results to the Chair and Dean.

The Academic Affairs Operations Manager (Jennifer Jones) issues the formal offer letter to the successful candidate and informs the candidate that official transcripts are needed prior to the first day of employment. The Dean, Department Chair, and OBP will be copied on the offer letter. OBP will draft a contract for the new faculty member which is given to the Academic Affairs Operations Manager (Jennifer Jones) for mailing.

\$ 3 3 (1 ' , ;

6 R \$ 6 D P S O R I E 3 R V W A s s i s t a n t P r o f e s s o r o f P u b l i c R e l a t i o n s : M a c o n

About Us

Middle Georgia State University (MGA), a multi-campus, baccalaureate and graduate degree granting public institution, is the most affordable public state university in Georgia. MGA has five campuses—Macon, Cochran, Dublin, Eastman, and Warner Robins, all located in central Georgia—and global outreach through its fully-online campus. Its enrollment of 8,000 students is largely comprised of students from most of Georgia's 159 counties. The University has six academic schools, including Georgia's flagship aviation university, that support its mission to educate and graduate inspired, lifelong learners whose scholarship and careers enhance the region through professional leadership, innovative partnerships and community engagement.

Department Information

The available Assistant Professor position will be housed in the Department of Media, Culture, & the Arts in the School of Arts & Letters and will support the Public Relations track in the BA in Media and Communication and potential development of graduate public relations programming.

Responsibilities

This position involves teaching a 4/4 course load, scholarship, student advisement, and service. Travel among our campuses will be required as needed. Teaching responsibilities will include day and/or evening classes, online and/or hybrid courses, and video-conference classes.

Required Qualifications

- Ph.D. in Communication, Mass Communication, Media Communication, Advertising/Public Relations, Public Communication, Strategic Communication, or related field.
- Readiness to teach at the collegiate level with commitment to student engagement.
- Ability to teach upper-level undergraduate courses such as PR strategies, PR

) D F X Q P S O R \ P H & Q W F N O L V W

MIDDLE GEORGIA STATE UNIVERSITY
FULL AND PART TIME FACULTY EMPLOYMENT CHECKLIST

Name _____

Position of _____

I. Needed for all Candidates

- A. Faculty Application**
- B. List of 3-5 references with names and contact information**
- C. Unofficial Transcripts ***
- D. Letter of Interest**
- E. CV**
- F. Statement of Teaching Philosophy**
- H. Completed Credentialing Form**
- G. Telephone Reference Interview Notes**

***NOTE: The College/School/Department will request unofficial transcripts from applicants during the review process. Once the candidate is selected for the position, the official transcripts must be received in the Provost's Office**

7. What are ways in which you have worked collaboratively with colleagues, using strong interpersonal, communication, and time-management skills?

POSITION-SPECIFIC QUESTIONS TO BE DEVELOPED BY COMMITTEE

8. We have been approved by the University System of Georgia to offer a fully online MA in Public Relations and are awaiting SACSCOC approval. How do you feel about delivering graduate level PR coursework in a fully online environment? What do you see as the challenges and opportunities of such a program?

9. The Public Relations Concentration in our MA in Media Communication is brand new and the MA in Public Relations will launch in Spring of

) L Q D D (S W Q W H U 4 X H I Z W L R Q

Finalist TEAMS Interview

Candidate: _____

Position: _____

Date of Teams Interview: _____

STANDARD QUESTIONS TO BE ASKED OF ALL SoAL FINALISTS	
1.	Take some time to tell us about your scholarship in depth. What are your interests and accomplishments? What is your scholarly agenda moving forward?
2.	What makes you particularly well-suited to teach our student population at Middle Georgia State University?
POSITION-SPECIFIC QUESTIONS TO BE DEVELOPED BY COMMITTEE	
3.	
4.	
5.	

Ample time should be allowed for organic conversation and questions from the finalists.

7 H O H S K 5 R H Q H I U H 4 X F H V W L R Q V

Reference Check Record

Applicant: _____

Person Called: _____ Position: _____

What is your association with the candidate and how long have you known him/her?

What is your opinion of the candidate's potential as a teacher?