

Revision Responsibility: Vice President for Academic Affairs
Responsible Executive Officer: President

Source/Reference: [TBR Policy 5:02:01:00](#) [TBR Policy 5:02:07:00](#)
[TBR Policy 5:02:01:03](#) [TBR Policy 5:02:03:10](#)
[TBR Policy 5:02:02:30](#) [TBR Guideline P-010](#)
[TBR Policy 5:02:03:30](#) [Columbia State Policy 02:12:00](#)
[TBR Policy 5:02:03:70](#) [Columbia State Policy 05:01:00](#)

PURPOSE

To establish criteria and procedures for the selection of full-time faculty.

POLICY

- I. All full-time faculty will meet the academic and professional preparation criteria required by the Tennessee Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic credentials. Documentation for these exceptions may include, but is not limited to:
 - A. Official documentation of professional and work experience
 - B. Official documentation of technical and performance competency
 - C. Certification in a technical or professional field
 - D. Publications
- II. Applicants for a full-time faculty term or tenure-track position selected for interview are required to demonstrate competency in teaching as a part of the selection process.

PROCEDURES

- I. All faculty positions will be advertised as required by [Columbia State Policy 05:01:00](#).

The Office of Human Resources will screen applications and indicate candidates who do not meet the minimum qualifications stated in the position description. When necessary, the hiring manager may be asked to clarify whether specific education/certifications meet the stated requirements. Only applications for candidates meeting minimum criteria will be available for review by the Faculty Search Advisory Committee.

- II. The Faculty Search Advisory Committee will consist of the Division Dean, discipline or division faculty, and other faculty as appropriate. The Committee membership must also be diverse in regard to gender, race, reporting structure, and employment classification.
- III. After reviewing all qualified applicant files, the Committee will select the applicants to interview. If fewer than three applicants are qualified, the Committee will interview all qualified applicants. Applicants may be interviewed by electronic means when an in-person interview cannot be scheduled.
- IV. The Faculty Search Advisory Committee interviews will be structured as follows:
 - A. The Faculty Search Advisory Committee will ask each applicant the same set of questions during the interview, although follow-up questions may differ depending on the responses of the applicant. The list of questions is developed by the Committee and approved by the Affirmative Action Officer prior to the interview.
 - B. Each interviewee shall be required to conduct a class session of no more than 20 minutes.
 1. Applicants will be informed of the requirement for a teaching demonstration when invited for an interview and given consistent preparation time.
 2. Each applicant will be provided with the same topic. The topic will be selected by faculty members from the discipline and should be relevant.
 3. Faculty/staff members other than those on the Faculty Search Committee may be invited to attend the teaching demonstration. All who attend will be asked to provide feedback by the Committee.
 - C. The Committee will evaluate the applicant's oral and written competency. Applicants must demonstrate the ability to communicate effectively in both oral and written English, as specified in [Columbia State Policy 02:12:00](#) to remain on the list of viable applicants.
- V. The Committee will recommend to the Division Dean applicants for potential hire and identify strengths and weaknesses.
- VI. The Division Dean may solicit telephone or written references, including the applicant's most recent supervisor(s) of finalist candidates to consider for an offer of employment.
- VII. In consultation with the Division Dean based on committee input, the Vice President for Academic Affairs will submit the recommended candidate for employment to the President.



September 21, 1993; Revised: September 29, 1997; October 17, 2009 (new format and procedures); September 8, 2011(TBR policy 5:02:03:00 was deleted as a result of new policies established, new policy format and updated titles); August 2021 updated format; reviewed/approved by Cabinet and signed by the President.