

# **School of Business and Technology Human Resource Policy**

## **Current Situation**

The Business Administration Department has three full-time professors and fifteen adjunct instructors. The current makeup is not ideal and places immense responsibilities on faculty members. To address the lack of full-time faculty, the Department hires qualified adjuncts closely supervised by the department chair. However, because of the low compensation to adjuncts, they are only asked to instruct their courses, and most administrative duties, such as syllabus preparation and committee work, are performed by full-time faculty.

The Business Department has identified that three new faculty members will need to be hired within the next three years to accommodate the growth in the program and the implementation of new programs. Below is the timeline:

## **Concentration in Real Estate**

The Business Administration Department will add its fourth concentration in Real Estate in Fall 2023. To accommodate the new program:

- In August, one adjunct will be hired to teach the one class offered in Fall 2023 and two in Spring 2024.
- One Full-time faculty will be hired for August 2024 to accommodate the program's full implementation.

## **Business Administration Online Program**

The Business Administration Department will add a fully online degree in Spring 2024. To accommodate the new online degree:

- Two adjuncts will be hired to teach the courses being offered in Spring 2024
- One full-time faculty will be hired for August 2024 to accommodate the full implementation of the online degree.

## **Growth in MBA Program**

The MBA program continues to grow, and the Department is expected to start a new cohort in Spring 2024. In the past, cohorts were only started in the Fall semester. To accommodate the growth in the program, the MBA will:

- Hire an MBA Coordinator/Faculty member to oversee the program's administrative duties and teach three courses every academic year.

## **Hiring Practices**

### **Full-Time Faculty**

#### **Pre-Interview**

- The Chair of the Department will select members of a search committee and serve as the committee chair, and provide the qualities desired in the successful candidate. The Chair will also draft a job description to be disseminated to the public.
- All applications must include, at a minimum: a resume/vita, unofficial copies of graduate education transcripts, statement of teaching philosophy, information on at least two references, and a letter of interest.
- The Dean will supply the Vice President for Academic Affairs with a job description/announcement of the vacant position.
- After the approval of the job description by the Vice President for Academic Affairs, the job description is sent to Human Resources to be vetted and then made public on several job career websites, including the university's website.
- The Dean of the School of Business and Technology has access to all applications. He will forward them to the Chair of the Department for review and dissemination to the committee.
- The committee will select the top three candidates to be contacted for an interview.
- The search committee, as a whole or in part, may conduct initial telephone or video conference interviews with candidates as part of the preliminary search process. In any particular search, the committee will develop a standardized list of questions for each candidate in the telephone/web conference interview.
- The committee chair will make a brief written justification for the recommendations. Priority of consideration will be given as follows:
  - Candidates with terminal degrees in the appropriate discipline(s) should receive the highest consideration.
  - Candidates with a terminal degree in a different discipline but who have the necessary credentials to be considered academically qualified in the appropriate discipline based on professional accreditation standards.
  - Master's level (non-terminal) candidates who, because of education, scholarly activity, or experience, would be deemed professionally qualified under the professional accreditation standards. This includes candidates who are ABD in the appropriate discipline.
  - Other master's level (non-terminal) candidates should have exceptional expertise in the discipline to be considered.
- The Chair, in conjunction with the committee, will make a recommendation to the Dean to be considered for hiring.
- The Dean may accept or reject the recommendation.
- The Dean of Faculty may ask the search committee to re-evaluate their selection and submit another name if needed.

- Once the search committee, Division Chair, and the Dean of Faculty have agreed on one candidate to recommend for hire, the Dean of Faculty will submit the nomination to the Vice President for Academic Affairs, who can accept or reject the nomination.
- Once the Dean of Faculty and the Vice President for Academic Affairs have agreed on a successful candidate, the Vice President for Academic Affairs will submit the name to the President.
- The President also has the right to accept or reject any candidate.
- Once the President has approved a successful candidate, Human Resources will contact the candidate with a soft or conditional offer contingent upon a satisfactory background.
- Suppose the search process does not produce an acceptable candidate, or the candidate chosen declines the job offer. In that case, the Dean will recommend to the Vice President for Academic Affairs whether to make an offer to the search committee's second choice.

### **Post Hire**

- Once a successful candidate has accepted a job offer in writing, Human Resources will notify all other candidates that the position has been filled.
- The new hire must complete appropriate paperwork in the Human Resources office. The new hire must timely provide official transcripts of all graduate coursework.
- The Division Chair will meet with the new hire as soon as possible to orient him/her to the new position.

### **Adjunct Faculty**

The Division Chair shall make a recommendation to the Dean of Faculty regarding the hiring of adjunct faculty.