

**Motion to modify the NJIT Faculty Handbook by adding a reference to the Faculty
Search and Selection Guidelines
Institute Faculty Meeting
Approved by the Faculty, October 19, 2016**

2.4 Faculty Appointments and Affiliations

2.4.1 Faculty Appointments

2.4.1.1 Search Process

2.4.1.1.1 General Guidelines

All Faculty hiring must be in compliance with Department and University goals. Equal employment opportunity considerations shall be a component of all Faculty searches and recruitment procedures. **For further information, see the University's Faculty Search and Selection Guidelines [live link to FSSG once posted].**

2.4.1.1.2 Faculty Searches

When a Faculty position becomes available in a Department, the Department Chairperson oversees the hiring process, which includes establishing an appropriately diverse Department search committee; searching for candidates (including targeted recruitment practices); screening applicants; inviting promising candidates to the campus for presentations and meetings with members of the Department, appropriate Faculty outside the Department, and the administration (normally including the Dean); obtaining external references; soliciting opinions from members of the Department and others; and convening the Department P&T Committee to determine appropriate Faculty rank and tenure status of finalists, as well as to make the final decision about which candidate(s) to recommend for appointment. (Department Bylaws may specify the roles of the Chairperson and other Faculty in the Department in this process.) At the end of the process, the Department sends the Dean a recommendation, along with a ranked list of other acceptable candidates from the search. After the Dean has conferred with the Department Chairperson and approved one or more candidates for hire, a recommendation is sent to the Provost.