



COEHP Best Practices for Hiring Tenure-Track/Tenured Faculty Checklist

In 2014, the College Council created and approved a statement of “Best Practices for Hiring Tenure-Track Faculty in COEHP with an Eye to Top 50 Research University Status. This checklist is designed to help program faculty and search committees implement these best practices to attract high-caliber faculty members to the College of Education and Health Professions at the University of Arkansas.

- _____ 1. Conduct a comprehensive, transparent national search for all tenure-track positions
- _____ 2. Post and advertise openings as early as possible in the fall semester; consider holding over tenure-track lines approved late in the spring semester for the following fall
- _____ 3. Advertise the position in prominent outlets and those with diverse audiences, such as *Chronicle of Higher Education*, *Diverseeducation.com*, *InsideHigherEd.com*, and/or *HigherEdJobs.com*
- _____ 4. Send announcement out on any relevant listservs, such as those sponsored by American Educational Research Association (AERA) divisions or other scholarly organizations
- _____ 5. Complete a list of top-tier programs in the field to guide candidate recruitment
- _____ 6. Contact program coordinators at prominent doctoral programs in the field to distribute the job announcement to their students and alumni
- _____ 7. Ask program coordinators at prominent doctoral programs for names and contact information for especially promising dissertating students and recent alumni; contact these individuals and encourage them to apply
- _____ 8. Schedule on-campus interviews in the late fall or early spring semesters
- _____ 9. Conduct distance (phone, video) interviews to select appropriate candidates to bring for on-campus interviews
- _____ 10. Include the Dean, Associate Dean(s), Department Head, Faculty and Students in campus interviews

- _____ 11. Convey the research expectations and highlight the research support available at the University of Arkansas to on-campus applicants
- _____ 12. Provide candidates with an opportunity to present on their research and teaching to UA Faculty and Students; include a time for audience questions.
- _____ 13. Consider University of Arkansas alumni who have distinguished themselves as faculty at another University
- _____ 14. Consider UA clinical faculty who provide evidence of rigorous national research and merit ranking to be considered a top candidate in the national search pool
- _____ 15. Follow all HR guidelines in search and hiring practices as prescribed by the University of Arkansas
- _____ 16. Keep an electronic copy of all communications, file under each candidate

Approved February 10, 2015