**LINFIELD UNIVERSITY**

**Office of the Dean**

**SEARCH PLAN**

**Linfield: Connecting Learning, Life and Community.**

Linfield University advances a vision of learning, life, and community that

* promotes intellectual challenge and creativity,
* values both theoretical and practical knowledge,
* engages thoughtful dialogue in a climate of mutual respect,
* honors the rich texture of diverse cultures and varied ways of understanding,
* piques curiosity for a lifetime of inquiry,
* and inspires the courage to live by moral and spiritual principle and to defend freedom of conscience.

DATE:

DEPARTMENT(S):

1. Position Description

Rank and Title of Position:

Funding source (account number):

Name of previous faculty member:

Date appointment begins:

Date by which appointment should be made:

Screening of applications will begin:

Description of position: (Attach copy of the position notice in standard format.)

2. Membership of the Search Committee:

Department members:

Two outside members:

Two student members:

3. Advertising and Other Contacts: (Please attach samples of proposed ads)

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| --- | --- | --- |
| Name | Date ad will appear | Audience Reached |
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Department will advertise:

4. Description of Screening and Selection Process:

a. Position description, ads go live **ASAP, ideally on or before {date}** . All applications available to full committee.

b. A screening committee screens for minimum qualifications, meets on or around **{date}** to assess and select short list of 8-10 candidates.

c. Intermediate screening of 8-10 candidates via a 30 min Zoom interview during the week of **{date}**

d. Full search committee will identify top three candidates to be recommended for visits to campus during the **first or second week of {date}**.

Bring three candidates to campus somewhere near the weeks of **{date}** and **{date}**. During the campus visit, the candidate will: (1) meet individually with the Dean, Provost, and Department Chair; (2) meet with the search committee; (3) meet with a small group of students; (4) give a professional presentation to the Linfield community; and (5) provide a teaching demonstration.

5. Criteria for Assessing Candidates:

**EXAMPLE:**

a. Doctoral degree in Public Health or related field. Applicants who are ABD may be considered depending on expected completion date.

b. Evidence of successful, innovative teaching and expertise in public health (health promotion). Demonstrate use of engaging pedagogical methods and ability to collaborate with colleagues (e.g. college/university transcripts documenting relevant doctorate, vitae, student evaluations, teaching portfolio/philosophy, teaching demonstration, student feedback, references)

c. Evidence of a commitment to, and potential for, developing a research program conducive to the undergraduate setting (vitae showing written and/or oral presentation of research work, such as public dissemination at conferences, journal publications)

d. Evidence of potential for department and college service (e.g. vitae, on-site interviews, references)

e. Commitment to diversity and inclusion (teaching portfolio/philosophy, on-site interviews, student feedback)

f. Evidence of successful community engagement including the ability to develop and sustain formal partnerships with relevant health-related agencies.

The signatures of the Dean and Department Chair below indicate that the Search Committee has participated fully in developing this plan and knows the contents of the completed form.

Department Chair Signature & Date:

Dean Signature & Date:

Provost/VP for Academic Affairs Signature & Date: \_\_\_\_\_\_\_\_

Position Description (Post on or before **{date}**)

**Assistant or Associate Professor of {Discipline}**

Linfield University

McMinnville, Oregon 97128

**POSITION:**

**STARTING DATE:**

**RANK:**

**RESPONSIBILITIES:**

**REQUIRED QUALIFICATIONS:**

**PREFERRED QUALIFICATIONS:**

**APPLICATION PROCEDURES:** To apply, please send: cover letter, résumé or curriculum vitae; statement of teaching philosophy, including approach to diversity and inclusion in the classroom; and the names, email addresses and telephone numbers of three professional references to the Search Committee, Linfield University at <http://linfieldfaculty.applicantpool.com/jobs/>. Evidence of teaching effectiveness and scholarly professional achievement, and college/university transcripts will be required prior to campus interview. Review of applications begins immediately; applications received by **{date}** will receive full consideration.

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Linfield University is an independent, coeducational comprehensive college that combines a strong emphasis on the liberal arts with a commitment to professional and interdisciplinary programs. Linfield offers high quality academic programs and emphasizes strong support for individual students with a favorable student-faculty ratio of 10 to 1. The College is historically affiliated with the American Baptist Churches, U.S.A. and is committed to the principles of academic and religious freedom. Linfield is fully accredited by the Northwest Commission on Colleges and Universities.

The McMinnville, Oregon campus includes 79 buildings on 189 acres. A second campus, located in northwest Portland at the Legacy Good Samaritan Medical Center, is home to the School of Nursing. A third program, Linfield University Online and Continuing Education, offers students the opportunity to pursue coursework, degrees, and certificates online.

Enrollment totals 2,000 with students coming from 24 states and 24 countries. Linfield is ranked 1st among liberal arts institutions in the Pacific Northwest for ethnic diversity of students according to the 2020 US News & World Report. The University was also named the top liberal arts college in Oregon by Money magazine in 2019. Linfield is consistently named to the President's Higher Education Community Service Honor Roll which recognizes commitment to civic engagement and service-learning.

Linfield places a strong emphasis on experiential education that creates a rich learning environment. Special features of the University include study abroad programs in fifteen countries; a one-month January Term for intensive study; and internships and student research opportunities in a variety of disciplines. Half of all Linfield graduates study outside the U.S. and the University pays the full airfare for every student's first study abroad experience.

McMinnville is at the heart of Oregon’s wine country in the Willamette Valley. The city is 35 miles from Portland and an hour from Pacific Ocean beaches. Sunset magazine ranked McMinnville as a top 20 “dream town” and Bon Appétit rated the city one of the six “foodiest towns” in the United States. In a state famed for its incredible natural beauty, the Northwest Oregon region also provides easy access to a wide variety of outdoor recreation opportunities.

The position will support majors in public health, exercise science and nursing. Applicants should desire to be part of a committed team of faculty which works together to deliver a high-quality education and experience to our students. Candidates need to demonstrate the ability to lead a new Public Health: Health Promotion major and work towards developing and sustaining formal partnerships with relevant health-related agencies. The position will serve as the point person for the Public Health: Health Promotion major and future Public Health program offerings

**We Value Diversity:**Linfield University is actively engaged in promoting, advancing, and confirming our commitment to diversity and inclusion.  We believe that a diverse and vibrant Linfield contributes to academic excellence and critical thinking. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and thought.  All candidates are encouraged to address how their professional and lived experience, scholarship, teaching, mentorship, and/or service will build on our diversity and inclusion efforts.

LINFIELD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

**Proposed Advertisement (ASAP)**

**EXAMPLE:**

Linfield University, a comprehensive college that combines a strong emphasis on the liberal arts with a commitment to professional and interdisciplinary programs, invites highly qualified applications for a full-time, tenure-track Assistant/Associate Professor of Public Health beginning fall, 2020. The position supports a new Public Health: Health Promotion curriculum that currently serves majors in Health, Human Performance, and Nursing. Duties include teaching public health courses on Linfield’s McMinnville campus, along with other Health and Human Performance courses as determined by the Department Chair. The successful applicant will demonstrate a commitment to, and potential for, establishing a collaborative research program with undergraduate students and ability to develop and sustain formal partnerships with relevant health-related agencies. The position will serve as the point person for the Public Health: Health Promotion major and future Public Health program offerings. Responsibilities also include service to the department and the University.

Required qualifications include: 1) doctoral degree in Public Health or related field with demonstrated professional achievement; 2) evidence of successful college/university teaching in Public Health, Health Education, and work in the field; 3) experience working with undergraduate students inside and outside of the classroom; 4) evidence of successful community engagement including the ability to develop and sustain formal partnerships with relevant health-related agencies; and, 5) demonstrated commitment to diversity and inclusion. Highly qualified candidates will also be able to demonstrate: 1) evidence of practicing student-centered pedagogy; 2) successful research program or other scholarship; 3) previous public health/health education work experience; 4) hold current CHES, MCHES and/or CPH credentials; 5) academic advising experience; and, 5) ability to work collaboratively with constituents across campus.

To apply complete the online application process at <http://linfieldfaculty.applicantpool.com/jobs> and attach the following as ONE complete file: 1) cover letter, 2) resume or curriculum vitae, 3) statement of teaching philosophy, including approach to diversity and inclusion in the classroom, and 4) the names, addresses and telephone numbers of three professional references. Evidence of teaching effectiveness and scholarly/professional achievement, and college/university transcripts will be required prior to on-campus interview. Review of applications begins immediately, and applications received by April 3, 2020 will receive full consideration.

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**Guidelines for Faculty Search Committees in {DISCIPLINE}, 2020-2021**

**EXAMPLE:**

***Screening Committee Members***

*The Department Chair and Search Committee Chair will participate. Department members can opt in to this committee. Opt-in has to happen at the beginning of the search.*

1. Review all applications. Use rubric to screen applications. Establish process by which short list will be identified (e.g., voting, average ranking, consensus).
2. Host at least one meeting to review applicants and establish a short list (typically fewer than 10 candidates) and a back-up list (typically fewer than 5 additional candidates) for the full committee’s consideration. Produce documentation of process used to establish short list and back-up list. Present qualifications of short list candidates during meeting of the full committee.
3. Plan and conduct video interviews.
4. Participate in full committee meeting to select on-site finalists.
5. Attend as many activities\* for each finalist as possible (activities will be scheduled to maximize screening committee members’ participation).
6. Participate in final deliberations of the full committee, ensure that the perspectives of everyone on the committee and perspectives of other department members are included in discussion.

***Members of a Search Committee Who Do Not Serve on the Screening Committee***

*All permanent, full-time faculty members can opt in to be part of this part of the search committee. Opt-in has to happen at the beginning of the search. Faculty members are not obliged to do so and there is no expectation that they will opt in.*

1. Read files of all members of the short list and back-up list. Participate in meetings of the full committee to select Skype interviewees and finalists. Participate in Skype interviews when possible.
2. HHPA department members should attend at least the search committee meeting interview *and* either the teaching demo or professional presentation. Activities will be scheduled around class times to allow attendance. Presentations will be recorded and members should watch a video of at least one presentation if unable to attend.
3. Outside department members of the committee are encouraged to attend activities as they are able. Student members are encouraged to attend the teaching demonstration and are asked to recruit students for the student meetings.
4. Participate in finalists’ dinners if asked and available.
5. Participate in final deliberations of the full committee.

*Note: deliberations after finalists’ visits will lead to a vote by faculty members of the full committee; selection of video interviewees and on-site finalists also may require voting.*

***Faculty Members of the HHPA Department Not on Committee***

1. Attend at least one activity with each finalist. Communicate opinion/assessment to the committee.
2. These individuals need not attend meetings of the search committee and do not vote.

***Department Secretary***

1. Work with HR to set up application process for search. Make one paper copy of vitae/resume and cover letter for each individual on the short list. Keep electronic copy of all files and retain all committee documentation.
2. Work with Department Chair, Search Committee Chair and other offices on campus to set up finalists’ schedules. Distribute schedules. Communicate with finalists prior to arrival on campus. Make finalists’ travel and lodging arrangements and reservations for dinners with finalists. Arrange finalists’ on-campus transfers among meetings.

\* Planned Activities for Finalists’ On-Site Visits: Teaching Demonstration, Presentation of Professional Achievement (open to entire Linfield community), Interview with Search Committee, Meeting with Students, Interview with Department Chair, Interview with Provost A-K, Interview with President Davis if available, and Meeting with Librarian if possible, Dinner with Members of the Search Committee and HHPA Department.

\*\*This document was adapted from and written mostly by the Linfield University Business Department.