

Center Director Search Process
Center for Language Teaching Advancement (CeLTA)
MSU College of Arts & Letters

The search for the new Director for the Center for Language Teaching Advancement in the MSU College of Arts & Letters will be conducted according to [MSU's Affirmative Action procedures](#).

SEARCH COMMITTEE MEMBERSHIP

The search committee will consist of seven faculty members: five (3 tenure stream faculty and 2 fixed term faculty or academic specialists) of whom are members of RCS or LGSAAL, and one representative from CeLTA. Committee members will be faculty members who do not hold Chair, Associate Chair or Program Director position. The seventh is a current or former Program Director named by the Dean.

The Chair of the Executive Planning Committee (EPC) will solicit a call for nominations from RCS, LGSAAL, and CeLTA commensurate with the timeline outlined in the EPC Charge.

- From these nominations, the Chair of L&L (Jason Merrill) and the Chair of the EPC/co-Chair of RCS (Rocío Quispe-Agnoli) will jointly choose the five faculty members keeping in mind the need to represent the various types of programs and interests in the two Departments.
- The co-directors of CeLTA will choose one faculty member to represent CeLTA.
- A current or former Program Director from the College of Arts & Letters will be added by the Dean.

Once the search committee is constituted, it will meet with the Dean to receive its charge and develop the procedures for the search. A search committee Chair will be selected during the first meeting of the committee. The search committee also will meet with the CAL Faculty Excellence Advocate (FEA) and create a position description for approval by the Dean. The search committee will conduct the search process and submit a report with recommendations to the Dean.

THE PROCEDURE

Beginning in September 2017:

- The first meeting of the committee will take place during the first week of September 2017, at which the Dean will charge the committee and the CAL Faculty Excellence Advocate will discuss best practices for searches.
- The CAL Faculty Excellence Advocate works with the committee to ensure the implementation of inclusive best practices, including (a) establishing the metrics by which applications will be judged before applications are read by anyone, (b) establishing a set of common questions that the committee will use in their meetings with candidates, and (c) establishing the principle that all applicants will be given the same directions about what to submit and how to prepare for the interview/presentation.
- The *Faculty Search Toolkit* (ADVANCE) should be reviewed by all members of the committee. (https://www.adapp-advance.msu.edu/files_adapp-advance/content/FacultySearchToolkit-final.pdf).

- Draft and agree upon a position description following the guidance provided in the *Faculty Search Toolkit* and recommendations of the FEA.
- Establish a search plan that is intended to attract a high-quality and diverse pool of applicants.
- Make certain the position advertisement/description has utilized the directions on the Academic Position Request Form and has taken into account guidance for generating a high-quality and diverse applicant pool (*Faculty Search Toolkit*).
- Submission of position request to the Dean's Office (Associate Dean of Personnel, Admin and Undergraduate Studies).
- Approval and posting of announcement.
- Timeline for when review of applications will start (October 25, 2017), screenings (first cut by November 10, 2017), interviews (beginning early December 2017) and final selection.
- Set a schedule for search committee meeting times and places.
- Search Committee Chair acknowledges all communication from applicants.
- As applications are received, in addition to acknowledging receipt of the applications, send all applicants a general description of the search process and timeline.
- Search committee to begin reviewing applications after due date.
- Approval of pool and finalist list by the Dean and the [Office of Inclusion and Intercultural Initiatives](#).
 - Candidates should be listed as "recommended" or "not recommended" for the position.
 - Comments on the relative strengths and weaknesses of each candidate regarding qualifications listed in the position description.
- Screen applicants based on agreed upon selection criteria and following the screening procedures established previously by the committee.
- Select final (on-campus interview) candidates and maintain documentation supporting the selection.
- Obtain the Dean's approval of the finalists.
- Timeframe for finalist interviews/presentations with faculty and students and other internal means to evaluate appropriateness and acceptability of candidates for the position. This process will include a meeting with the Dean for each candidate.
- Target date for submission of the search committee report and recommendations to Dean:
 - Candidates should be listed as "recommended" or "not recommended" for the position.
 - Comments on the relative strengths and weaknesses of each candidate regarding qualifications listed in the position description.
- Candidate discussions with Dean about position.
- Dean extends offer.
- Target Start Date: August 16, 2018.