FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY
FACULTY HIRING POLICY

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The process of hiring full-time faculty in the Batten School will meet all legal and regulatory requirements of the University of Virginia. This document lays out the search and hiring process for such faculty within the school, as well as the criteria used for selecting candidates and making them offers.

The hiring process

The dean, in consultation with the faculty and the Executive Committee, selects areas in which to search for new faculty members. Such decisions weigh long-term strategic costs and benefits relative to the nature of the commitments being made.

Typically prior to the start of each academic year, the dean (with input from the Executive Committee) appoints an ad hoc search committee for each selected faculty hiring effort. The committee typically consists of three members of the Batten School governing faculty, but may include outside members as appropriate. The committee typically is comprised of two tenure-line faculty members and one general faculty member, representing both the academic discipline and/or substantive area of the position being sought as well as the interdisciplinary breadth of the school.

The search committee works with the Associate Dean for Academic Affairs to formulate a position description, along with evaluative criteria used to assess candidates. Evaluative criteria typically center around excellence in the main activities to be expected of the faculty member (e.g., research areas, teaching needs, service requirements, and engagement opportunities) as well as the extent to which the candidate fits with the needs and direction of the school and with the current faculty. Evaluative criteria may also include the candidate's potential contributions to advancing the mission of the University of Virginia (to be assessed based on a statement as part of the candidate's application, and/or other relevant materials). The position description is reviewed by the Executive Committee and approved by the Associate Dean for Academic Affairs prior to submission of an advertisement for the position. The submission of the ad and solicitation of applications is facilitated by the Dean's Office, in line with University policies.

Following the specified date for the start of the review of applications, the search committee reviews all candidates and evaluates them on the basis of the criteria developed for the position. The committee meets to formulate a short list of top candidates for the position to be assessed more fully through structured online interviews. The committee chair also updates the Dean's Office on the status of the search at this stage.

Based on those additional evaluations, the search committee recommends a small number of candidates for in-person interviews on Grounds. Prior to such interviews being scheduled, the committee sends a report to the Dean's Office and ExCom for approval, documenting the search process to date, the nature of the applicant pool, and the reasons for the selection of the chosen members of the interview list in line with the evaluative criteria.

Ideally, all visits are conducted in as temporally proximate a manner as is feasible to enhance comparability across candidates. The candidates for each search are treated comparably in the formats of their visits. Candidates for tenure-line positions and general faculty on the research track give a standard job talk focused on their research. General faculty candidates on the teaching or practice tracks instead meet with the faculty to discuss their substantive interests in leadership and public policy. All faculty candidates make a presentation to Batten students and engage them in a substantive discussion. Candidates have opportunities to meet with Batten faculty individually or in small groups, and typically have dinner with the search committee.

Faculty and students who interacted with the candidate are invited to share their opinions of the candidate and his or her suitability for the position. The search committee then makes a recommendation on hiring one or more candidates for the position, although the committee may also decide not to recommend any of the candidates to be hired (possibly returning to the pool and beginning the above steps again). The committee's hiring recommendation is made in writing, once again with a summary of the search process and criteria, the nature of the pool, discussion of the interviews, and reasons for recommending particular candidate(s) for the hire.

The Executive Committee reviews the search committee report and votes on the recommendation. Upon a positive (majority) vote of the Executive Committee, the Batten faculty meet to discuss the case. Following the discussion, consistent with the Batten School bylaws, the governing faculty vote on a hiring recommendation to the dean. For general faculty hires, both general and tenure-line members of the governing faculty vote. For tenure-line faculty hires, tenure-line members of the governing faculty vote. Final hiring decisions and contract negotiations are made by the dean, in consultation with the Associate Dean for Academic Affairs.

This search and hiring process may be streamlined for feasibility purposes when making joint appointments or cluster hires with other units at the University, or when hiring opportunities arise off of the normal cycle. However, in all cases of multiple-year contracts of 1/3 or greater appointments in the Batten School, the Executive Committee is consulted regarding the position and both the Executive Committee and relevant members of the governing faculty vote on a hiring recommendation to the dean.

Types of faculty hires and evaluative criteria

The Batten School hires both tenure-line and general faculty members. For tenure-line faculty members at the rank of assistant professor, viable candidates must display promise of a significant likelihood of attaining the standards for tenure specified in the school's promotion policies. Candidates at the associate professor or professor ranks must meet or exceed the standards detailed in the promotion policy for the rank they are seeking to attain.

Among general faculty, the Batten School hires in the three tracks of teaching, research, and practice. As per university policy (PROV-004) general faculty on the teaching track engage primarily in teaching (typically 60-90% of their effort); those on the research track engage primarily in research (typically 60-100% of their effort); and those on the practice track focus primarily on integrating professional experience with the academic mission of the school. Candidates on the teaching and research tracks must have attained the terminal degree in their field of study by the start of their appointment. Candidates in the practice track will have exhibited substantial professional experience in the areas of leadership and public policy relevant

to the faculty position advertised, and may hold a terminal degree in their field of study. In all cases, viable candidates for a position at the assistant professor rank must display promise of a significant likelihood of attaining the standards for promotion to associate professor specified in the school's promotion policies. Candidates at the associate professor or professor ranks must meet or exceed the standards detailed in the promotion policy for the rank they are seeking to attain.