

Best Practices for Tenure Track Searches with Internal Candidates

While each search is held to equity standards, we understand certain information may be helpful when internal candidates apply for tenure track positions. The following list, though not exhaustive, speaks to care we can extend to our internal candidates.

Reviewing Applications

We encourage lecturer faculty to apply to tenure track positions on-campus. CBA Article 12.28 says in part: “When campus search committees find a temporary faculty unit employee who has applied for a tenure track position on their campus to be qualified, that employee should be interviewed.” Per this language, although interviews are not required (as the term “must” is not used), if an internal candidate is qualified, we recommend a zoom interview be extended.

The Interview Process

1. Modality

Modality for the interview process must be the same for all candidates. If initial interviews are via zoom, an internal candidate must interview via zoom as well. Search committees are encouraged to inform internal candidates they are required to schedule interviews for all candidates via the same modality, which is why they are not meeting in person.

2. On-Campus Interviews & Campus Tours

Interviews for internal candidates should be structured similarly to external candidates to give them the same amount of time with the search committee and other parties typically included in on-campus interviews (aka Dean, etc.). Although internal candidates are likely familiar with the campus, please do not skip a campus tour or other session. To explain this, consider a statement such as: “We know you are familiar with the campus but want to ensure all candidates have similar experiences and time with the search committee. We look forward to spending the time with you.”

3. Recusal

Internal candidates should be recused from any interview session, demonstration, presentation, etc. by another candidate, even if the rest of the department attends. They should also be recused from any discussion or communication regarding the search (other than those provided to all candidates). Please explain such recusal is standard procedure to ensure fairness and equity.

Communication if an Internal Candidate is Not Selected for Interview via CHRS/PageUp

Candidates are not notified until the end of the search process if they are not selected for a position. This may be difficult for an internal candidate, as they likely will be aware others are being brought to campus for an interview. To be considerate:

- If an internal candidate is not selected for a Zoom or on-campus interview, they should be notified. At a minimum, internal candidates who are not granted an interview should receive a notification that their application is no longer under active consideration. This is done via a status selection by the college administrator in Page Up using the language in the bullet below. (If help is needed, contact Jessica Halsey in Faculty Affairs.) An unsuccessful internal candidate should be notified of the end of their candidacy before any public notifications about the successful completion of a search.

- When notifying a candidate that they are no longer under active consideration, the college administrator should update the sample message in Page Up from the template with the message below. Note that the bracketed merge fields will be noticed and activated within the system.



Dear {FIRSTNAME},

We are so grateful you applied for the {JOBTITLE} position. The position remains open until filled, but as a courtesy we want to reach out to let you know that, at this point, you have not been selected for an interview.

Again, we thank you for applying and for your service to the University.

Sincerely,

{CHAIRFIRSTNAME} {CHAIRLASTNAME}
{JOBTITLE} Search Committee Chair

- Whenever possible, the department chair should also be notified that the internal candidate was not selected, using the following language: "We are writing to inform you, as Department Chair, that an internal candidate, [NAME], was not selected for the department's tenure track position. We ask for your assistance in extending courtesy to our valued colleague, while also keeping their application confidential."