Appendix 1-A
Towson University Lecturer Hiring Procedures

1) Permission to conduct a search for a vacant lecturer position begins by submitting a completed Faculty/Librarian Search Request form to the Provost’s Budget Office with text of the job advertisement for the position included.

2) Once permission to conduct a search for a vacant lecturer position has been approved in Academic Affairs, the Provost’s Budget Office (PBO) will forward a copy of the request form and job advertisement to the Office of Diversity and Equal Opportunity (ODEO). Once the ODEO reviews, approves and returns the copy of the approved request form and job advertisement to the PBO, the PBO will then post the job advertisement to Insider Higher Ed (or a successor or comparable publication) for a minimum of 30 days and to TU’s website. The academic department will receive acknowledgement when the job announcement has been received by the PBO and when it is posted.

2a) A vacant lecturer position may be filled without being advertised if approved by the dean of the college, the Provost, and the Assistant to the President for Diversity, under extraordinary circumstances.

3) Applicants for vacant lecturer positions will receive an email from the academic hiring department confirming receipt of their application materials. This email message will include a request that the applicant complete the voluntary on-line applicant data form located at www.towson.edu/odeo/applicantdata.asp. This information informs the University’s affirmative action plan and is for statistical purposes only and shall not be used to discriminate for or against anyone.

4) Once the job advertisement has been posted for at least two weeks (10 business days) then academic departments may begin to screen applicants and eliminate those who do not meet minimum qualifications for the position. These applicants will be notified by email by the academic department that they are no longer being considered for the current vacancy. A record of these applicants, that includes the specific reason why the applicant was not considered for the vacancy, will be maintained by the academic department.

5) The academic department may request general demographic information on applicants in the pool at this time from the ODEO.

   a. Each applicant in the pool should be reviewed on their qualifications in relation to the job advertised, position advertised and qualifications. The screening process must not discriminate on the basis of any protected status (e.g., race, age). Academic departments should be consistent with the hiring goals outlined in the University’s Affirmative Action Plan.

6) A set of similar questions should be asked of all interviewed applicants. Interviews can take place in many formats, including face to face, telephone, via the web, etc. Follow-up questions and questions relating to specific education and experience may also be asked.

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a. Reasonable accommodations must be made for applicants with disabilities during their visit to campus and during the interview.

7) After interviews of applicants in the pool have been completed the academic department (via the department chairperson) priority ranks applicants in the pool. The department chairperson, with the approval of the college dean, may offer the position to the chosen candidate. Once the position is accepted, or if the search fails, the department notifies the Provost’s Budget Office. Salary and compensation for all lecturer positions must be pre-approved by the Provost’s Office.

8) Official offer letters and contracts will be sent by the Provost’s Budget Office.

9) The ODEO will forward a list/file to the department chairperson that contains demographic data of the applicant pool that have been secured from the online applicant data file. The chairperson should assign the appropriate disposition code next to each applicant, adding applicant data for any applicants that were interviewed, but did not complete an applicant data form and forward completed form to the ODEO.