

MARQUETTE UNIVERSITY  
DEPARTMENT OF PHILOSOPHY  
PROCEDURES FOR HIRING  
IN WHICH TWO OR MORE CANDIDATES ARE CONSIDERED

1. The Chair and Executive Committee in consultation with the members of the department will determine what area(s) of concentration will most strengthen the department and/or what other departmental needs must be satisfied in order to maintain the traditional strengths of the department.
2. The Chair of the department will advertise new openings indicating those required qualifications determined by the department in (1).
3. Applications for a tenure-track position will be evaluated initially by a 3-5 member screening committee appointed by the Chair after consultation with the Executive Committee.
4. The senior faculty and the junior member of the Executive Committee will meet to review no more than seven of the most promising candidates identified as such by the screening committee. After this meeting the senior faculty will rank the candidates.
5. Applicants to be invited for interviews with departmental faculty will be determined from the preceding ranking and the budget allowance for the interviews.
6. When all interviews have been completed, the department faculty will meet as a committee of the whole to discuss the merits of the interviewed applicants.
7. Within one week of the general meeting all departmental faculty will submit in writing to the Chair their evaluation and final recommendation on the candidates interviewed.
8. The department Chair and other members of the Executive Committee will review the faculty recommendations with special attention given to regular senior member recommendations. The Executive Committee will then meet formally to discuss the candidates and to determine the candidate to be recommended by the department. The meeting should take place no more than two weeks after the general meeting.
9. The candidate to be recommended to the Dean should be made known to the department.

From Executive Committee Minutes, November 10, 1978, revised April 7, 1989

