

Teacher Education (Science) Table of Contents

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2017-2018 SEARCH CHAIR & COMMITTEE RESPONSIBILITIES CHECKLIST

Please note that all searches must be legally compliant as well as comply with Section III of the Faculty Manual. Please review the faculty manual prior to beginning the search process. All search documentation (described below) must be submitted to the Office of Faculty Affairs prior to approval to issue a contract.

Records Retention

The Search Committee Chair assumes responsibility to make sure the process is fair, legally compliant and that upon completion of the search the Provost's Office as the appropriate documentation as outlined in the Search Packet.

All required search related documents must be submitted to Faculty Affairs following the submission of your proposed faculty hire. Place the material in large manila envelope with the printed documents and a flash drive.

Paper Copies Requested

1. **Search Committee and Chair Responsibilities Checklist** - with name of search, who was hired, and Search Chair name.
2. **Printed copies of all** ADVERTISEMENTS copied from the original source of publication with ***beginning and ending publication dates noted.*** Please include copies of notifications on professional websites as well as any print ads.
3. **Summary paragraph** advising who was hired and why.

Flash Drive Of Scanned Items (submitted with above paper files)

4. Copies of **employment applications and vitae for all applicants**
5. **Written Criteria** for candidate evaluation
6. **"All applicant" spreadsheet** supporting hiring decision
7. Schedule of **Questions for Interviews**
8. **ALL evaluation/notes documents** created during the interview process (both phone and on-campus interviews)

Faculty Search (Position Title) _____

Faculty Candidate Name _____

Search Chair _____

(Indicates you have complied with the responsibilities listed.)

Completed Date _____

Proposal to Initiate a Full Time Faculty Search

1. **Formation of Committee** - In consultation with the Dean, the department faculty will form a search committee for each position available. It is strongly encouraged that the search committee be chaired by a tenured faculty member and the committee should include at least one faculty member from outside the academic unit. All committee (and department) members should be familiar with this document. Each committee should also have a designated Administrative Assistant assigned to assist with the process.
2. **Search Committee** will review Section II and III of the **Faculty Manual**. (Available on the Office of Faculty Affairs website.)
3. **Search Committee Chair** will be responsible for meeting with the **Equal Opportunity Officer** to review the university's Affirmative Action Plan and the documentation required by Human Resources for each candidate.
4. **Dean's Office** submits a **Proposal to Initiate a Search** to Faculty Affairs with an editable version of the proposed job ad. This form notes the Search Chair and Committee members. **(Appendix #1)**

Advertising

1. **Budget** - **\$3500 per search** and the account string is #100-6206-62074. (*This does not apply to Fowler School of Law and the School of Pharmacy.*)
2. **Dean** will forward the **proposed job description** to the Director of Faculty Affairs for approval. All ads must be approved by the Office of the Provost prior to publication.
3. **Faculty Affairs** will **receive approval** from the Provost. Faculty Affairs will post all Provost approved faculty positions on the **Chapman website** and with **HERC online** and communicate with the Search Chair / Dean / Search Support staff regarding the faculty search.
4. **National Post for Tenure / Tenure Track hires** - Each October the University shall place a University wide **ad in the Chronicle**. If your post is made outside this time frame, then the **Dean's office will place the ad** in a print or electronic/web-based nationally distributed professional journal. Not all professional journals meet this requirement. The online Chronicle meets this requirement. Electronic postings must be posted for a minimum of 30 days and proof of such is required as part of the search documentation. (A copy of the posted ad showing the first day it was posted, as well as a copy of the posted ad showing the 30th day is requested.)
5. **Dean's office** will notify the Search **Chair to advertise** the position in an appropriate venue, such as website or career publications of the professional association of that specific discipline.
6. **Search Committee Chair** will be responsible to **assure that hard-copies** are taken from posted sites of all advertising, particularly including the specific dates the advertisement ran. These will be needed as part of the search documentation. (This includes postings completed by the Vice Provost, the Dean, the Department Chair and any other additional postings.)

Search Committee Process

1. **Shared Search Committee Portal Site for Tracking** - We suggest that each Search Chair work with their administrative support member to set up shared portal site where all the documents can be uploaded, and thus shared with all Search Committee members who are given appropriate access. These documents should include: all emails, letters of application, CVs, interview questions, interview notes, faculty employment applications, applicant spreadsheet, copies of ads and invoices, and any other search related documents. At the conclusion of the search, this information can then easily be transferred to a flash drive and submitted to Faculty Affairs.
2. **Post External Ads** – post external ads as needed & outlined in the advertisement section above. Some possible sites are included in this document. (Appendix #2)
3. **Applicant Tracking Sheet** (Excel spreadsheet) - The Search Chair is responsible for the creation of a candidate spreadsheet. All candidates, with their corresponding job qualifications and responsibilities that are posted in the ad shall be included. It should be used to rank the candidates. All applicants must be listed on the spreadsheet **until such time that the job posting is closed**.
4. **Applicant Data Link** – Each applicant must be sent the applicant data link. Customized links are developed for each college & are sent to the Search Chair & Admin Assistant at the time that the position is posted internally. (This customization allows Faculty Affairs to systematically collect reporting on our applicants including how they learned about the position. It has nothing to do with your hiring decision.)
5. **Written Set of Candidate Evaluation Criteria** - The search committee will develop a written set of criteria; these written criteria will be used in reading and evaluating each candidate's file. Comments and evaluations for each candidate will be collected from the committee members by the Search Chair and kept in the search committee file.
6. **Schedule of Candidate Interview Questions** - The Search Committee will also develop a schedule of questions **to use with all candidates during the various stages of the process** as appropriate. All candidates should be asked these questions as outlined. Each candidate will be rated according to the position criteria in the Applicant Tracking spreadsheet. (Phone interviews, Skype interviews, on campus, etc.)
7. **Documentation Collection** - ALL notes taken by committee members during the interview process should be collected by the Search Chair and kept in the committee search file.
8. **Review All Applications** - When all applications and CV's have been received, the search committee will review all candidates using the agreed upon criteria and determine a “short list” of candidates for phone interviews.
9. **Faculty Application Required to Advance** - Prior to any type of interview – phone or otherwise – please confirm that you have received a signed Faculty Employment Application.
10. **Narrow Pool** - Using the written criteria developed by the committee, the pool of candidates will be narrowed to the best qualified candidates. (The Search Chair will keep all notes and evaluation memos related to this process and file them in the search file. The spreadsheet will include a ranking as well.) The committee will then place phone call interviews to the best qualified candidates.

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11. **Close the Job Post** – Once the committee is satisfied with the applicant pool and the position has been posted 30 days, the Search Chair will contact Faculty Affairs to remove the internal post.
 12. **Identify Campus Interview Candidates** - The Search Committee will identify up to three candidates who warrant further consideration and who they recommend be invited to campus for further interviews, teaching, or research presentations. *Invitation for a campus interview may not be extended to a candidate without the approval of the Dean.*
 - i. Search Chair will provide the Dean with copies of the faculty applications and CVs of the chosen candidates, as well as the rationale for their selection.
 - ii. If the Dean is not satisfied with a candidate on the list, the Dean will meet with the committee.
 - iii. If the Dean and the committee cannot agree on the candidates to invite to visit the campus, the Dean and the Search Chair will consult with the Provost.
 - iv. The Provost, Dean, and Search Chair will decide which candidates to invite or will reopen the search if agreement cannot be reached.
 13. **Scheduling Campus Visits** - The Dean may spend a portion of funds designated for faculty searches to bring candidates (typically no more than three) from outside of the area to campus to be interviewed in person. The Dean is responsible for staying within the allocated search budget; therefore candidates will be invited to campus only with the prior approval of the Dean. Department chairs should file a Request for Travel Expense form (typed) for each visitor. Travel arrangements are made by the department once the Travel Request Form, including proposed budget, has been approved by the Dean.
 14. **Required Interviewers**
 - i. All Faculty Candidates – meet with the Search Committee, Department, Dean/Associate Dean.
 - ii. Tenure/Tenure Track Candidates – meet with the Provost or Vice Provosts & may be asked to make a research presentation or teach a class or both.
 - iii. Department Chair Candidates - meet with the Provost, Vice Provost of Undergraduate Education, Vice Provost for Institutional Effectiveness & Faculty Affairs. (Vice Provosts may meet individually or in groups.)
 15. **Search Committee’s Interview Questions and Tracking** - The Search committee’s previously approved schedule of questions (#5) need to be asked of each candidate during the interview. Each candidate will be rated according to the position criteria developed (#2). The Search Chair will collect all written notes and evaluations created during the interview process by Search Committee members and will file those notes in the search file.
 16. **Evaluation of Candidates** - After interviews are complete, the Search Committee will evaluate all interviewed candidates. (Search Chair will keep all notes, evaluation comments, complete the spreadsheet and file in a search file.)
 17. **Reference Checks** - Designated members of the Search Committee will personally contact by phone the references provided by the final candidate/s. *Do not contact persons not listed as references without first seeking approval from the candidate otherwise one can betray confidentiality and create liability for the university. It is the joint responsibility of the department chair and search committee chair to ensure that all department members understand this issue and comply accordingly.*

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18. **Submit Proposed Candidate/s To Dean** - The Search Chair will forward the recommendations of the Search Committee to the Dean in a letter or memorandum of recommendation with justification for the decision.
 19. **Negotiations** - During this negotiation stage it is *extremely important* that nobody on the Search Committee or in the department contact the candidate or other persons at his/her institution without prior authorization by the Dean.
 20. **Search Chair Will Submit all the Search Documents** to Faculty Affairs as noted above.
 21. **Notify ALL Applicants** - Upon Completion of the hire, the final responsibility of the committee will be to notify all applicants that the position has been filled.

Available Materials for Candidates

As you narrow your candidate pool and interact with top candidates we suggest you share some information with them to assist them in their possible decision to come to Chapman University. Some helpful items may include:

- ✓ Faculty Manual (link is available on the Office of Faculty Affairs website)
- ✓ Unit Guidelines/Criteria for Faculty Evaluation (available in your Dean's office)
- ✓ Housing Assistance Information (Tenure/tenure track faculty only, HR website)
- ✓ Benefit Information (available from Faculty Affairs) (Appendix #3)
- ✓ What else might be helpful?

Offers and Contracts

Proposal to Hire - Dean's office will submit a completed Proposal to Hire Full-Time Faculty Member form to Faculty Affairs as a recommendation for Provost consideration, including the faculty application and CV. *Once the proposal has been submitted to Faculty Affairs, all communication from the Provost's office regarding pending hires will be conducted with the Dean's office not the Search Chair.* (Appendix #4)

Decision - The Provost will communicate acceptance or non-acceptance of the recommended candidate, with explanation, to the Dean who will communicate with the search committee. If the Provost does not accept the recommended candidate, the Search Committee may recommend a 2nd choice from the interviewed candidates.

Negotiations - Based on the Provost's acceptance of a candidate, the Dean will discuss an offer and negotiate with the candidate within the approved parameters agreed upon between the Dean and the Provost. If agreement is reached, Faculty Affairs, on behalf of the Provost, will extend a formal offer of employment to the candidate.

Hired – If accepted Faculty Affairs will process the contract and onboard the new full time faculty member.

Not Accepted - or if an agreement cannot be reached between the Dean and the selected candidate, after consulting with the search committee and the Provost, the Dean may make an offer to the next ranked acceptable candidate.

2017-18 TE FACULTY SEARCH – CANDIDATE EVALUATION FORM

Context (Check one):

Research Presentation

Meeting with Staff

Teaching Demonstration/Meeting with Students

Other (Please specify: _____)

1. Does the candidate seem grounded in their area of academic expertise? If so, why? If not, why not?

2. Was this candidate clear and engaging and respectful? If so, why? If not, why not?

3. Based on your observations and/or interactions with the candidate, what is your overall impression of their presentation or pedagogical acumen/competence?

4. Did you learn anything new from this candidate? (If so, briefly describe what)

TURN OVER – CONTINUED ON BACK! (Thank You!)

5. What do you believe that the candidate could bring to the Attallah College (&/or TE Program)?

6. What added value might this candidate bring to the University?

7. Briefly tell us what you LIKE OR APPRECIATED about this candidate:

8. Briefly share any CONCERNS OR RESERVATIONS you might have about this candidate:

9. Please CIRCLE your overall impression of this candidate:

1 = Excellent/Superior 2 = Acceptable 3 = Acceptable with reservations 4 = Unacceptable

11. Feel free to add any other comments or observations:

FROM THE SEARCH COMMITTEE: We are grateful you have taken this time to provide feedback on the candidate. Your participation lays the foundation for the success of our search and your input represents a vital contribution to our ability to evaluate them fairly and – ultimately - choose the best candidate for the Attallah College. Thank you!

Chapman University
Attallah College of Educational Studies

Faculty Search: Assistant Professor of Teacher Education, Tenure-Track
Phone Interview Questions

Candidate: _____ Committee Member: _____

Question	Comments	<i>Score: Range from 1 (weak) to 4 (strong)</i>
1. What attracts you to this position?		
2. Tell us about your prior experience in teaching courses and advising students in teacher education. What is your philosophy of teaching for a culturally diverse society?		
3. Have you reviewed our Teacher Education Programs Website and courses? If so, what courses would be of interest and which ones would not? Why?		
4. DFA Educator Development Academy (EDA) was developed with the idea of creating connections between the CES and our local community (schools, families, and non-profits). Describe your experiences and interests in building connections with local community schools.		
5. What assets do you possess that make you an excellent candidate for this position?		
6. Describe your research agenda and plan for the next 2-3 years. How does it intersect with teacher education? What would you need to conduct your research agenda here at Chapman?		

7. Do you have any questions for us?		
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Total score from "Rating" column: _____

Mean score: _____

Comments:

Recommendation (Would you bring this candidate to campus?):

Signature: _____ Date: _____

Applicant Reference Guide

The phone call should of course be somewhat conversational. I think we've all had calls from folks asking for references that we so rigidly structured that they felt odd. And remember, we're making an impression too. But these might be good to anchor the call.

We are considering _____ for a tenure-track position at Chapman University in Teacher Education with a focus on science education. Ms./Mr./Dr. _____ included you as a reference. We would like to ask you a few questions to determine the candidate's fit with our needs at Chapman.

1. This is a tenure-track position in Teacher Education, with a focus on Science Education. Chapman University is increasing the demands for research and scholarly publications, and highly values teaching. We also value service to the university and the community. What can you tell us about the candidate in each of these areas? How successful do you believe the candidate would be in moving towards tenure?

Follow-up Questions:

2. Could you tell me more about the candidate's potential for research and scholarship?
3. Could you tell me more about the candidate's potential for excellence in teaching in higher education?

Concluding Questions:

4. Is there anything else that you would like to add in terms of either research or teaching?
5. Is there anything else that you think we should know about the candidate?

Job Description:

Job Title

Assistant Professor of Teacher Education, Tenure Track, August 2018

Department

Location

Category

Status

Attallah College of Educational Studies

Orange

Faculty

Full-time

General Information

The Donna Ford Attallah College of Educational Studies at Chapman University seeks applications for a tenure track Assistant Professor of Teacher Education, with expertise in Science Education in their Teacher Education Program, effective August 2018.

Chapman University, located in the heart of Orange County, California, offers traditional undergraduate programs in the arts and sciences and select pre-professional and graduate programs. Ranked in the top tier of western universities by U.S. News and World Report, Chapman has gained national recognition with its commitment to excellence through research and innovative teaching. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. More information on diversity and inclusion at Chapman University is available at <https://www.chapman.edu/diversity>.

The Donna Ford Attallah College of Educational Studies houses both undergraduate and graduate programs in teacher education. At the graduate level, our credential-embedded Master of Arts program prepares K-12 teachers to work with children of varied cultural backgrounds. In addition, we offer an integrated 4+1 credential-embedded program starting at the undergraduate level that leads to a Master of Arts in Curriculum and Instruction. All credential programs recognize the need to develop teachers who can apply research-based approaches to teaching while maintaining the social consciousness to address inequities in current educational structures. The programs seek to prepare professionals who are forward thinking and envision the world of education in new and dynamic ways. We are committed to providing Chapman University students with a dynamic and intellectually challenging liberal arts-based education that promotes critical social transformation among our students and in schools and society. The Donna Ford Attallah College of Educational Studies offers Master of Arts degrees in Teaching, Curriculum and Instruction, and Special Education, with embedded credentials. Additional information is available at <https://www.chapman.edu/education>

Qualifications

Required Qualifications:

- * An earned doctorate in Science Education (or with Science Education emphasis), Learning Sciences, or related fields.
- * Desire to create innovative Science Education/STEM programs and experiences for pre-service and in-service teachers.
- * Ability to teach a range of teacher education courses in addition to science-specific courses.

- * Proven commitment to collaboration.
- * Experience with student-centered environments.
- * Understanding of educating for a culturally diverse society.

Desirable Qualifications:

- * A valid Single Subject Credential (or the equivalent) in one of the science subjects at State or National Board level.
- * Evidence of effective teaching in higher education.
- * A demonstrated record or promise of sustainable and significant research and scholarship.
- * Experience in PK-12 schools as an educator.
- * Experience in multiple science content preparations (i.e., biological, physical, geo science).
- * Experience in integrating science into multiple core content areas (e.g., language arts, social science, and mathematics).
- * Familiarity with Common Core standards and Next Generation Science Standards,
- * Expertise in cross-disciplinary methods of examining learning processes and environments.
- * Active involvement in professional organizations.
- * An ability to design and implement program assessment tools.
- * Demonstrated commitment to collaborative research.
- * Experience using technology to enhance educational environments.
- * Experience with emergent bilingual learners and bilingual education.
- * Speaks Spanish and has first-hand experience with Latinx immigrant students and children of immigrants who represent a strong influence in the surrounding communities.

Preference may be given to candidates with a background in teaching science methods at multiple levels (i.e., elementary, middle, and high school). Scholarly interests in, but not limited to, learning sciences, environmental science and urban sciences, PK-12 student outcomes, teacher preparation, teacher professional development, urban education, school-based research, school-community connections, inclusive schooling, bilingual education, Universal Design for Learning, and/or second language acquisition are desirable.

Responsibilities

Duties & Responsibilities:

- * Teach, advise and mentor students in our Teacher Education Degree Programs to effectively teach Science in traditionally underserved communities.
- * Establish a strong research agenda and actively seek external funding to support research.
- * Actively contribute as an integral member of the Attallah College faculty in the ongoing development, implementation, and assessment of our degree programs.
- * Assist in the innovative redesign of our Teacher Education Degree Programs in response to changing demands in teacher preparation associated with the introduction of Common Core State Standards, evolving Teacher Performance Assessments, increasing numbers of emergent bilingual learners and students with special needs in general education classrooms, and the continued infusion of technology to enhance classroom teaching.
- * Design new course curriculum and teach courses in the Credential Programs. Current course descriptions are available at <http://www.chapman.edu/ces/graduate/index.aspx>

Tenure track faculty are expected to develop and maintain an active research agenda for future tenure consideration and are evaluated on their research/scholarly activity, teaching and service. The successful applicant will contribute to the overall direction of the Donna Ford Attallah College Teacher Education programs in an effort to re-envision teacher education, and will be required to establish a rigorous and ongoing research agenda.

Contact Information

Qualified applicants should electronically submit a faculty application, cover letter detailing qualifications related to the position description, curriculum vitae and one sample of research publications/submissions, and contact information for three references to:

Dr. Meghan Cosier and Dr. Lilia Monzo, Search Committee Co-Chairs
c/o Zac Nguyen, Search Coordinator, at znguyen@Chapman.edu

Please use "Teacher Education Position" as the subject of the email.

Application review will begin in November. Salary will be commensurate with experience and qualifications. Chapman University offers a relocation expense reimbursement package as well as a first-time Orange County homebuyer assistance program. Successful completion of a background check is required for the final candidate.

Inquiries: All inquiries about the position should be directed to Zac Nguyen at znguyen@Chapman.edu.

Download a copy of the [Chapman Faculty Application for Employment](#) here.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.

Chapman University, One University Drive, Orange, CA 92866 Human Resources Department
