Extraordinary Opportunity Hires for Tenure-track Faculty Positions

Haverford College, like many of its peer institutions, may encounter an extraordinary opportunity to hire a scholar teacher into a tenure-track position that does not follow the traditional search process of the College. These opportunities have helped to diversify Haverford’s faculty in the past and when future opportunities present themselves that bring diversity and unique talent to the College, tenure-track positions may be made available for this purpose.

Although the process of hiring in these situations is often idiosyncratic due to the particular circumstances of the department and candidate, this document aims to make transparent the possible approaches to an extraordinary hire so that departments and programs understand the process if the possibility of such a hire arises.

Process and Guidelines for Extraordinary Opportunity Hires

1. The candidate is known to members of the Haverford community or is identified outside of the process of an already-approved tenure-track search (e.g. visiting faculty, distinguished visitor, etc.)

2. Typically a candidate for an extraordinary hire will be brought forth and discussed with the Provost by a department that enthusiastically supports the opportunity to diversify. The candidate should bring diversity to the faculty or curriculum and have scholarship, research, and teaching accomplishments that would position them as a competitive candidate in a traditional search.
   a. In rare circumstances a candidate may be brought forth by the Provost or President (e.g. distinguished visitor, hire related to the strategic plan or supported by a donor gift)

3. Preliminary conversations with EPC and Academic Council are conducted before proceeding, to determine if the strengths of the request merit moving forward with assembling a dossier.

4. A full dossier is submitted by the department to the Provost. The dossier consists of the following:
   a. Summary of extraordinary circumstances (prepared by department chair)
   b. Letters of support (all tenure-line and continuing members of the department, community members, and students)
   c. Course evaluations (if the candidate has taught at Haverford)
   d. CV
   e. Research statement
   f. DEI statement
g. Student feedback from on campus interviews (if the candidate necessitates additional student evaluation)

5. After review of the dossier by Academic Council, a recommended approval or lack thereof will be made to the President.

6. The President makes a final decision to move forward with the offer to hire.

Extraordinary hiring opportunities have been previously secured in several ways, including:

- A pre-retirement hire to replace a senior faculty member who has indicated that they plan to retire in the next 3-5 years.
- Shifting an open faculty line from one department to another, in consultation with both departments, EPC, and Academic Council.
- A newly established endowed professorship that allows for the creation of a new position.
- The creation of an expansion position because the opportunity aligns with the strategic priorities of the College.

A search committee and/or department chair, with support from the department, may initiate an extraordinary hiring opportunity as they may identify a candidate early in the typical search process who meets (and often exceeds) the requirements for the position. They may recommend that the Provost and President consider moving the candidate through this alternate process. In other cases, the department may recommend a tenure-track hire, as indicated above (and as has been done in the past), of a visiting faculty member who has shown extraordinary promise.