Addendum to Cinema Bylaws

Faculty Search Protocol – Best Practices Guide

The Faculty of the Cinema Department is committed to principles of self-governance, particularly in the important process of conducting tenure and tenure-track hires. Our search methods reflect an inclusive arrangement whereby the faculty as a whole may opt, at various stages of the search, to participate in the selection of applicants. The Search SC is considered a form of service to the department, and to the COTW, which is the elective body.

The “Best Practices” laid out in this document are recommended, not required. They address issues not directly covered in the by-laws.

1. COMPOSITION OF THE HIRING COMMITTEE

The Department Chair may choose to be on the COTW. In this case, the Department Chair may vote in COTW meetings and shall append his or her name to the COTW’s final recommendation. If the Department Chair chooses to retain his or her right to write and submit a separate letter/recommendation to the Dean, rather than serve on the COTW, the Chair shall have access to all files, interview documentation and recordings, etc, but shall not cast any votes in COTW meetings. She or he may attend COTW meetings, unless the COTW, after having convened and agreed by majority secret ballot vote, requests that the Chair not attend.

2. DRAFTING CALL

Applications should preferably be submitted as electronic files, and made accessible online with a COTW passcode. SC shall determine submission format and the means by which materials will be made available for COTW to review, depending on current practices and available technology, and SC skill-set.

3. SELECTION PROCESS

A. Review of the Applicant Pool and Selection of Long List of Candidates

It is recommended that any member of the COTW who wishes to add additional candidates to the list presented by the SC shall review all of the applications, which shall be made available by means of uploading, links or checkout from the Department.

B. Reduction of the Applicant Pool to Not More Than Seven Candidates

It is recommended that any member of the COTW who wishes to add additional candidates to the slate of semi-finalists presented by the SC shall review the creative
and scholarly work of the long list of candidates, which shall be made available in by uploading, links or checkout from the Department.

C. Skype Interviews and Reference Checks
If technical problems occur more than three times or in excess of 5 minutes, interviews should revert to telephone conference call mode.

D. Selection of Finalists
It is recommended that COTW members wishing to vote on the 4 finalists watch the Skype interviews and review the finalists’ files.

E. Campus Interviews
The activity schedule for each candidate’s day shall be circulated as far in advance as possible, and be posted, along with a copy of the candidates CV, in the Cinema Department. COTW members may attend SC interviews as observers only.

It is recommended that COTW members attend at least one activity scheduled for each candidate’s on-campus interview. COTW members are particularly encouraged to attend noontime presentations, in support of the SC and to facilitate candidates forming positive impressions of departmental collegiality. COTW members are also encouraged to sign up for hosting tasks, which the SC may solicit, such as airport pick-ups, drives to campus, lunches, dinners, escorting, etc.

Dinners are limited to 6 persons and paid for out of departmental funds. Those who attend dinner are encouraged to escort the candidate to or to their hotel afterward.

COTW members on leave, but who are in the Bay Area, are encouraged to attend candidate activities. Noontime presentations will be recorded and uploaded for remote viewing for those with a disability or family/medical emergency, provided such requests are made in advance. Otherwise, no recordings will be made.

F. Selection of Successful Candidate
Staff and student input shall be solicited and discussed prior to the final vote.

4. VOTING RULES
A. Ranking and voting procedures
Ballots shall be provided in sufficient numbers to allow for multiple votes as necessary. SC shall determine in advance voting method to be employed, and propose to the COTW. In the case of ties, discussion shall continue until the tie is broken in a subsequent vote. Ranking for finalists shall be determined by the number of votes received per candidate in the final vote.
B. Straw votes

Straw votes are permitted as a means of identifying fruitful avenues of discussion. (See Roberta's Rules of Order).

C. Proxy and Absentee Voting

It is recommended that COTW members desiring a proxy or absentee vote arrange to acquaint themselves with the pool of candidates that are relevant to that stage of the process, in line with A-F best practices outlined above.