I. COMPOSITION OF THE HIRING COMMITTEE

1. Hiring committees will include all T/TT cinema faculty who “opt-in” to participate as members of the Committee Of The Whole (COTW).
2. Members of the COTW can self-nominate or be nominated by other members of the COTW and/or by the Department Chair to serve on the Subcommittee (SC).
3. SC will consist of 3-5 members; the COTW votes for the SC via secret ballot.
4. SC selects the Chair of the SC who also serves as the Chair of the COTW.

II. DRAFTING CALL

1. The COTW will determine the general scope of the search (e.g., scholarly area, practice area), after which the SC will draft an announcement.
2. The SC will circulate the draft by email to the COTW and allow time for comments.
3. In cases of serious disagreement over the wording of the announcement, the issue will be resolved by a vote of the COTW.

III. SELECTION PROCESS

A. Review of Applications and Selection of a Long List (up to 15)

1. The SC will be responsible for reviewing all the applicants and presenting a first cut of up to 15 candidates to the COTW.
2. Other COTW members may add additional candidates to the Long List.
3. COTW votes, by secret ballot, for a Long List of up to fifteen candidates.

B. Reduction to Semi-Finalists (up to 7)

1. The COTW will have access to the applicant files of candidates on the Long List (preferably on password protected Google docs or ilearn pages).
2. The SC will recommend a slate of not more than seven Semi-Finalists.
3. Other COTW members may add additional candidates to this list.
4. The COTW votes, by secret ballot, for not more than seven Semi-Finalists.

C. Skype Interviews and Reference Checks

1. The SC will conduct Skype (or similar service) interviews of the Semi-Finalists using questions approved by the COTW.
2. Interviews will be recorded and made readily available to the COTW.
3. The SC will contact candidates’ references with a uniform set of questions.

D. Selection of Finalists for Campus Interviews (up to 4)

1. The SC will summarize discussions with candidate references for the COTW.
2. COTW votes, by secret ballot, for a ranked list of three or four Finalists.
E. Campus Interviews

1. During campus interviews candidates will: give a public presentation; conduct a classroom demonstration of their teaching; and sit for an interview with the SC (questions to be approved by the COTW). In addition, production candidates will conduct a critique of a student’s work.

2. All COTW members are welcome to attend any of these events and are encouraged to attend at least one of them for each candidate.

F. Selection of Successful Candidate

1. The SC is encouraged to make a recommendation for the top candidate.

2. The COTW will, by secret ballot, select the top candidate. All COTW members present for the discussion are eligible to vote for the final candidate, though members are expected to have been present for at least some part of each candidate’s campus visit.

3. The COTW will submit a ranked list of the results of the vote to the Department Chair, along with a letter summarizing and supporting the COTW’s decision.

4. In cases of strong disagreement about the candidates, the COTW will attempt, through additional discussion, to reach consensus. If, after three votes, the COTW cannot reach consensus, the final vote will stand.

IV. VOTING RULES

A. Ranking and voting procedures

Ballots shall be provided in sufficient numbers to allow for multiple votes as necessary. The SC shall propose the voting method to be employed, subject to the approval of the COTW. In the case of ties, discussion shall continue until the tie is broken in a subsequent vote. The ranking of finalists shall be determined by the number of votes received by each candidate in the final vote.

B. Straw Votes

Straw votes are expressly permitted at any point in the selection process.

C. Proxy and Absentee Voting

Absentee and proxy ballots are available to members of the COTW who cannot attend a COTW meeting due to a family or medical emergency.