When tenured or tenure-track faculty positions become available, the Department Head will appoint a Search Committee. The Search Committee, in conjunction with the Head, will write the advertisement for the positions(s) and publish it in appropriate print and electronic venues. The Search Committee will screen applications and invite candidates to interview. Following the interviews, the Search Committee will rate candidates on a 5 point scale (1 = excellent, 5 = unacceptable, integers only) and present their ratings and deliberations to a meeting of the faculty. Tenured and tenure-track faculty will then use the same 5 point scale. If the ratings by the faculty do not reveal a clear distinction among top candidates, the Department Head may request a second vote in which faculty will rank candidates in order of preference.

In exigent circumstances, these guidelines can be temporarily overridden by the majority vote of the faculty.