Faculty Recruitment & Personnel Relations

Recruitment for Regular Active Status Faculty Positions:
Two Important Changes in Position Announcements

Expressions of Interest From Individuals Who Have Not Defended Their Dissertation (ABDs)

Departments may not consider an expression of interest in a position by an individual who has not defended his/her dissertation unless the position announcement posted specifically mentions that ABDs may be considered. Difficulties may and have arisen when departments advertised for a Ph.D. or Doctorate as the required degree, but interviewed and proposed the appointment of ABD individuals.

If a department's aspiration is to accept applications from persons who may not meet the minimum degree requirement for the rank of Assistant Professor at the time of application, because such persons have not defended their dissertation, special language should be used in the position announcement.

Position Announcements Inviting ABD Applicants

When the intent is to consider ABDs for positions at the rank of Assistant Professor, the announcement should specify that the appointment of an ABD candidate is contingent upon completion of all doctoral requirements by the start date of appointment. Specifically, the announcement should include the following:

- Clearly state that the rank for the position is assistant professor and outline the basic qualifications (e.g., education, related field of study, experience, etc.)
- List the field(s) of study required and/or would be acceptable as: "The successful candidate must hold a Ph.D. or Doctoral degree in [list field(s) of study] or a related field by [state specific start date]. ABD applicants will be considered, but must complete all requirements for the Ph.D. or Doctoral degree by [state specific start date]."
- List other qualifications and information, as appropriate.

The offer letter will specify a date for completion of the Ph.D., which should match the start date specified in the advertisement, and notice that the offer will be rescinded if all requirements for the Ph.D. are not completed by that time. It is incumbent upon the department to ensure that the candidate receives the Ph.D. by the specified date.

Position Qualifications

Position Announcements and Preferred Qualifications

The university requires departments to include the position duties and basic qualifications in position announcements for regular, active status, full-time faculty positions.
Basic qualifications are intended to identify those job seekers who meet the minimum required qualifications in order to be considered an “applicant.” In addition, preferred qualifications may be established and used to further assess candidates and make the ultimate selection decision. These additional criteria should be related to a department’s mission and activities (off-campus, evening or weekend teaching requirements, essential interpersonal and communication skills, ability to work effectively with a diverse community – students, colleagues and staff, ability or potential to compliment research strengths, etc.). Furthermore, departments must be able to demonstrate the legitimacy of these criteria (i.e., that they are relevant, and are supportable by nondiscriminatory business reasons).

While all position announcements must clearly list the basic qualifications for a position, beginning immediately, the University will no longer include the preferred qualifications for a position. In light of the need to manage the content of our position announcements to respond to several regulatory requirements and concerns, we find it necessary to make this change. For instance, if preferred qualifications are included, the Department of Labor will consider them to be actual “basic” qualifications. As a result, the university would need to document that certain candidates satisfied all preferred and basic qualifications. This could result in significant consequences for the University. As a result, while departments are encouraged to establish and use preferred qualifications during the screening and selection process, as appropriate, the University will no longer include them in faculty position announcements.