

THE EVERGREEN STATE COLLEGE

September 27, 1971

M E M O R A N D U M

TO: The Faculty
FROM: Mervyn Cadwallader at the Faculty Recruitment Desk
RE: The 1972 Faculty Recruitment and the Appointment Process

THE CRITERIA

In order to continue our distinctive curricular program in 1972 and 1973, Evergreen will seek and recruit faculty with distinctive characteristics and capabilities. Some of the criteria that will determine the suitability of our next candidates are:

1. Demonstrated ability and desire to teach young people through exploratory and cooperative discussion;
2. Previous experience or clearly expressed desire to participate in interdisciplinary teaching;
3. Demonstrated expertise in one or more fields of study;
4. Willingness and ability to work both as part of a Coordinated Studies team and also as a guide and mentor in Contracted Studies;
5. Liking for, and understanding of, young people and commitment to helping young people learn and become responsible adults;
6. Understanding of and support of the Evergreen mission.

FINDING THE CANDIDATES

Every member of the current faculty has been, and will be, encouraged to assist in the location of potential faculty. In general, our candidates will come from two sources:

1. Solicited candidates - names may be suggested and nominations made by faculty, deans, administrative staff, and others. These are to be submitted in writing, with the address of the candidate, and a supporting letter of recommendation.
2. Unsolicited candidates - deans and faculty will review the files of unsolicited applicants. Specifically appointed faculty task forces will be appointed to assist with this work.

Correspondence between Claire Hess and/or the recruitment desk and the candidate will lead to the completion of a candidate's application.

Each candidate's file must contain:

1. A standard resumé;
2. An "essay" by the candidate in which he reflects on the problems of higher education in general, the problems faced by Evergreen in particular, and his own reasons for wanting to join Evergreen; and
3. Letters of recommendation from those who know him best.

EACH CANDIDATE MUST INCLUDE LETTERS FROM STUDENTS.

CONTINUOUS INPUT FROM THE FACULTY

After a file is completed, if the candidate appears able to fill the 1972-73 staffing needs of the College, the dean of the recruitment desk will ask a four- or five-member faculty team representing various disciplines to serve as a reviewing committee. This will be one of the Coordinated or Contracted Studies teams or in special cases an ad hoc group. The individual teams will be free

to augment their membership with students, staff, or other faculty. They will be free to set their own schedules in any way they see fit. These teams will read the file and evaluate the candidate in terms of the criteria listed above. Written comments and questions should be added to the file at this point. The reading of files, and there will be an enormous number of them, will be distributed as evenly as possible through all of the faculty teams available. A continuously updated list of candidates with their ranking and current status will be posted for the full faculty to see. The files will be available to any additional faculty who wish to read and enter written comments in a candidate's file. If the budget allows, candidates ranked as Very Strong through this process may be brought to the campus for interviews. When this is not possible, interviews will be conducted on the road by one of more of the three deans, the provost, or the president. A special effort will be made to contact the candidate's students and to cover any particular questions raised by the faculty readers of the files. Answers to these questions will be included in the written comments of the interviewers.

THE FINAL DECISIONS

The final decisions on the candidate's suitability and appointment will be made by the deans, provost, and president, keeping in mind the staffing needs of the College, and after full consideration of the reactions of the faculty who have contributed to the review and rating process.

CONTINUOUS AND OPEN COMMUNICATION

The total faculty will receive periodic progress reports on the status of the candidates under active consideration through the posting of a computer printout listing all candidates, their status, and any pending action. The

candidates will also be kept informed of their status as quickly as possible after the interviews, and after any final decisions are made.

SALARY NEGOTIATIONS

Final recommendations of the deans will be carried to the provost and discussed with him, and with the president, when appropriate. Upon approval, the deans will negotiate the terms of the appointment and the provost will sign the formal appointment papers in behalf of the president and the trustees. Salary negotiations will be carried out by the deans according to the guidelines developed by the faculty salary DTF of 1971.

MLC:ej

cc: D. Barry
D. Humphrey
C. McCann
C. Teske

P.S. This complicated procedure does not apply those 1971 candidates that have already been recommended for appointments at Evergreen.