



**Handbook for Faculty Searches  
Policy, Protocols, and Procedures**

**Adelphi University  
Office of the Provost  
Office of Human Resources**

**Fall 2024**

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## Introduction

This document sets a suggested time table, policies, protocols, and procedures for managing the search process. It is understood that each search is unique and each unit must manage its searches in ways that are best suited to its needs and practices. There are, however, some basic steps which must be followed. The intent of this document is to:

1. Ensure the needs of the department, school/college, and university are met.
2. Ensure compliance with the Collective Bargaining Agreement.
3. Ensure hiring practices are consistent, efficient, equitable, and non-discriminatory.
4. Ensure that Adelphi University faculty members represent a model for diversity and inclusion.

The Associate provost for Strategic Initiatives and Graduate Studies is available to meet with the search committee at any point in the process to discuss policies and procedures for faculty searches, particularly related to issues of diversity. and search protocols.

### Suggested General Time-Table

#### July

Academic deans submit faculty line requests to the Provost for the following academic year, including a rationale describing the unit's need for adding or replacing lines.

#### August-October

- Department chairs (or program directors) submit suggested position advertisements to the unit dean for approval.
- The unit dean, in consultation with the department chair and chair of the Unit Peer Review Committee (UPRC), identifies a search chair and committee membership.
- Recruitment Plans We continue our focus on an active search that intentionally engages with diverse outlets. As part of preparing the job ads, please also provide a search plan that addresses the proposed outreach.
- The search committee chair, in consultation with committee members, develops a Recruitment Plan and submits the plan to the **Associate Provost for Strategic Initiatives and Graduate Studies**. The Recruitment Plan must include strategies for attracting a diverse candidate pool.
- Faculty Retention plans -- Each program faculty should spend some time intentionally thinking through how the program will help support a newly appointed faculty member in being successful at Adelphi. Plans do not need to be long, but they should be thoughtful and deliberate with some concrete suggestions at the unit level. They should be submitted to the dean.

- Search chair submits position Ad, Retention plan and recruitment plan to dean for approval before submitting to **Associate Provost for Strategic Initiatives and Graduate Studies**.
- **All paperwork submitted to the Associate Provost for Strategic Initiatives and Graduate Studies for approval.**
- **After approval by the dean and the Associate Provost for Strategic Initiatives and Graduate Studies** Advertising copies, including a suggested list of where to place the ads , are sent to the Employment, Employee and Labor Relations Director in the Office of Human Resources.
- If needed, the Search Committee Chair schedules a meeting with the **Associate Provost for Strategic Initiatives and Graduate Studies** to meet with the search committee to answer questions, including questions about protocols and policies, as well as discuss strategies and best practices for attracting a diverse candidate pool.
- Search and Implicit Bias Orientation -- Once the committees are formed, the search chair or dean should send a list to Manager of Faculty Affairs know of the committee membership. Committee members who have not participated in the search and implicit bias orientation session within the past three years should make arrangements to attend a session.
- The search committee develops a time-table, questions, evaluations tools, and protocols for conducting the search.
- All members of the search committee complete the Anti Bias workshop offered by the Provost's office. Workshop must be taken every three years.
- All members of the search committee complete at least 2 tests from the Harvard Implicit Bias Test series ( Race and Gender) and informs the search committee chair and Associate Provost which tests were completed.
- The unit, department and search committee members ensure that all applications they receive for faculty employment are routed to the Office of HumanResourcesviaonlineapplicationprocess (<http://www.adelphi.edu/positions/faculty>).
- The Office of Human Resources sends copies of candidate application materials via email to the chair of the search committee and committee members.
- Based on published position descriptions, ad copy, and evaluation criteria, search committees identify candidates for initial telephone interviews.

- **NEW INSTRUCTIONS** -- In addition to the orientation and the handbook for faculty searches, all search committee members should read the Dear Colleague letter, *Race and School Programming*, from the United States Department of Education Office For Civil Rights ([www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf)), While it is focused on student programming, it provides a number of examples that help to illustrate how the federal agency makes distinctions. It aligns with our approach for personnel recruitment of being sure that we are actively reaching out, not addressing any potential implicit barriers to an applicant submitting an application, and evaluating based on objective, job-related criteria.
- In addition, when we finalize the position descriptions and post ads, we will need to establish a salary range, consistent with the New York State pay transparency laws.

### **October-December**

- The search committee reviews application materials and conducts telephone interviews.
- The search committee develops a final list of candidates.
- The Office of Human Resources sends letters of “regret” as early in the process as possible to candidates whose backgrounds are inappropriate for the position.

### **January-March**

- The search committee chair submits copies of the Faculty Appointment Summary Form and CVs to the **dean** and the **associate provost for strategic initiatives and graduate studies**.
- After approval from the dean and the associate provost, the search committee plans and conducts campus visits and interviews of the finalists.
- The search chair notifies the unit dean of recommended candidate for the position, along with a rationale for their selection and a copy of the **Faculty Search Checklist**

Note - The Director of Employment, Employee and Labor Relations will provide applicant demographic data upon request.

- In consultation with the unit Dean, the Provost reviews and approves the final candidate.

## **General Search Committee Protocols for Conducting Faculty Searches**

### **Pre-Interview Phase**

- \_\_\_ The number and type of faculty lines recommended by the academic unit are reviewed and approved by the dean prior to submission to the Provost's Office.
- \_\_\_ **Advertising text is created and submitted to the Associate Provost for Strategic Initiative and Graduate Studies and to the Office of Human Resources.** Text of advertising copy and position descriptions are binding and cannot be altered after advertised (space and cost constraints may require that some ad copy is altered once it reaches the Office of Human Resources)
- \_\_\_ The Office of Human Resources normally posts approved faculty positions in the following publications and websites:
  - ✓ Adelphi University website
  - ✓ Higher Education Recruitment Consortium (HERC) website
  - ✓ New York State Job Bank
  - ✓ Specialty specific journals and listservs
- \_\_\_ To ensure consistency of message, at least 2 weeks prior to distribution, share all search materials for external distribution with the dean, including fliers to be distributed at conferences
- \_\_\_ Search committee chairpersons may be faculty members or department chairs, tenure or pre-tenured. Exceptions can be made only after consultation with the dean, department chair and chair of the UPRC
- \_\_\_ Early in the process, the search committee should identify a contact person (usually the search chairperson), who responds to candidates' questions, arranges interviews, and updates candidates on progress of search. After completion of the search, the Office of Human Resources corresponds with unsuccessful candidates who have not been interviewed. The Chair of the search committee will correspond with the unsuccessful candidates.
- \_\_\_ Composition of a search committee should be representative of the department and include both tenured and pre-tenured faculty. Efforts should be made to consider diverse committee membership, including a faculty person from another discipline
- \_\_\_ A Recruitment Plan and a retention plan should be submitted **to the Associate Provost Strategic Initiatives and Graduate Studies** to include strategies for attracting diverse candidates
- \_\_\_ The plan the committee develops should include (but is not limited to the

following:

- State plans to reach out to minority and multicultural caucuses and to other special interest groups.
- The Plan should set out specific protocols for the review, interview and evaluation processes, giving particular attention to strategies for diversifying the pool of candidates.
- Develop a timeline for accomplishing the work of the search committee.

\_\_\_ The search committee should develop specific processes, criteria, questions, and evaluation tools that are consistently used for all candidates.

\_\_\_ The committee should develop a process of distribution and review application materials.

\_\_\_ It is essential that search committees maintain complete and accurate records of their activities.

At the time that they apply, all applicants will receive an automated email of acknowledgment from the Office of Human Resources.

## **Interview Phase**

To attract the best pool of qualified candidates, make every effort to begin this phase as soon as possible in the search season

The work of the committee is confidential. Names of candidates should be kept confidential until the final phases of the search. Information about candidates should only be shared on a need to know basis (for instance, make sure all CVs and applications have been collected off tables when interviews are completed; don't conduct committee business on Facebook, LinkedIn, Twitter, or any other social media websites).

Every effort should be made to ensure that the process is consistent and fair for each of the candidates.

Interview questions asked of candidates must be consistent for all candidates and non-discriminatory in nature. Avoid questions that inquire about the candidate's race, color, national origin, gender, sexual orientation, gender identity, disability, age, ancestry, marital status, or child care plans. If you are unsure if a question or line of questioning is discriminatory, contact the Provost Office or Office of Human Resources for clarification.

If the search is a particularly long one, the search chair should stay in communication with preferred candidates, ensuring them of the continued interest in their candidacy.

Use telephone interviews to screen initial candidates the committee considers viable before a short list of finalists is developed.

## **The Campus Visit**

Campus visits must first be approved by the dean's office.

A copy of the Faculty Appointment Summary Form should be sent to the dean and the Associate Provost for Strategic Initiatives and Graduate Studies prior to approval for the visit.

Do not invite candidates to campus who have little chance of being selected for the position.

Make sure the candidate's transportation needs are adequately addressed and planned from their arrival to the local airport, train station, or hotel to their departure from the same.

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Transportation and lodging of candidates arriving from out of town is arranged through either the dean's office or departmental office and must follow university policies and approved list of vendors (Hotel: Homeland Suites at 516-747-0230 Car Service: Elegant Car Service at (516) 678-7700). For additional financial and administrative policies visit the Administrative Guide on the Adelphi University Intranet.

The search committee chair should develop the interview schedule, and arrange for each visiting candidate to receive general information about Adelphi University, including contact and travel information (see Visitors link on the Adelphi University website for specific travel instructions).

In most cases, campus visits include at a minimum:

- A formal interview with the search committee.
- A presentation or lesson conducted by the candidate in the presence of committee members and department faculty (these presentations can also include students).
- A formal interview with the dean.
- Lunch with members of the search committee.
- Campus tour.

## **Post-Interview Phase**

The search chair ensures that all committee members have a voice in the deliberation process.

Candidates who are interviewed but not selected should receive a letter from the search committee chair expressing the committee's regrets.



**Three references provided by the candidate should be called and confirmed prior to formal recommendation to the dean and provost.**

Candidates (2 to 3 are best) submitted to the dean and provost should not be ranked.

**Once finalists have been selected, the search chair should call “off list” references recommended to the committee by the 3 references provided by the candidate. The candidate should be told in advance about this policy.**

Once a final candidate(s) is selected, the dean is notified in writing about the committee's choice, including the reasoning behind the selection. Included in this submission should be 3 letters of reference, responses of the “off list” references, and a completed Faculty Appointment Summary Form (see below) Information on candidate demographics is available from the Office of Human Resources.

Offers to the final candidate are made formally by the dean, in consultation with the provost.

Once the search has been completed, all pertinent documents and electronic material (correspondence, records, reports, emails, committee minutes, etc.) should be retained in a secure location by the department for a minimum of 3 years.

### **Addressing Diversity in Faculty Hiring**

The University is committed to promoting diversity, equity, inclusion and belonging in its faculty hiring practices. The search committee is expected to reach out to people of color, women, persons with disabilities, and other protected classes. **The Search Committee should discuss unconscious biases early in the process.** The following series of recommendations is intended to provide some guidance to faculty search committees in addressing the university's commitment to recruiting a diverse workforce.

- a. Begin the recruitment process early in the search season so that the committee has access to the largest possible pool of qualified candidates.
- b. Respond to interested candidates quickly and personally.
- c. Develop search committees that are themselves reflections of diversity.
- d. Early in the search process, the search committee should discuss and establish the importance and advantages of having a diverse faculty.
- e. Search committees should utilize an array of recruitment strategies, particularly those designed to appeal to diverse candidates, including reaching out to alumni/alumnae. Searches that rely solely on traditional strategies may not attract a diverse pool of candidates.
- f. Utilize such listings as those of the Historically and Predominantly Black Colleges and Universities (see below).
- g. Ensure that advertising copy includes language that signals a welcoming and inclusive climate, such as “Adelphi University is committed to building a

diverse faculty.

- h. Use professional networking to reach out to colleagues at other universities or through conferences or professional blogs.
- i. Identify and reach out to professional venues, multicultural caucuses, and organizations that attract professionals with diverse backgrounds.
- j. Reach out to chairs at historically black, predominantly Latino/a, and tribal colleges for names of doctoral candidates.
- k. Avoid narrow definitions of acceptable scholarship or expertise in position announcements and ads use words like “Preferred” over “Required” and “Should” over “Must”

### **Recruitment Sources:**

- Academic Diversity Search (fee)
- American Association of Blacks in Higher Education (free)
- Association of Black Women in Higher Education (free)
- Association of University Centers on Disabilities (free)
- Committee on Institutional Cooperation (CIC) Doctoral Directory (free with online registration)
- Directory of Ford Fellows (free)
- Faculty for the Future (free with online registration)
- Future Black Faculty Database (free)
- HBCU Connect (fee)
- Historically Black Colleges and Universities (with doctoral programs)
  - Alabama A&M University (Sciences, physics, education)
  - Alabama State University (Education)
  - Albany State University (Educational leadership)
  - Clark Atlanta University (Sciences, humanities, social work, education)
  - Fayetteville State University (Educational leadership)
  - Florida A&M University Physics, educational leadership, sciences)
  - Grambling State University (Education)
  - Hampton University (Physical Therapy, physics)
  - Howard University (Humanities, sciences, social sciences, communications)
  - Jackson State University (Higher education, psychology, sciences)
  - Langston University (Physical therapy)
  - Meharry Medical College (Sciences)
  - Morehouse State University (Sciences)
  - Morgan State University( Sciences, business, humanities)
  - Norfolk State University (Psychology, social work)
  - North Carolina A&T State University (Philosophy)

- Prairie View A&M University (Educational leadership, psychology)
- Southern Carolina State University (Education)
- Southern University & A&M College (Public policy, education)
- Tennessee State University (Biology, education, public policy)
- Texas Southern University (Education, urban planning, environmental toxicology)
- Tuskegee University (Sciences)
- University of Maryland Eastern Shore (Educational leadership, sciences, organizational leadership)
- IMDiversity.com (fee)
- LGBT in Higher Education (fee)

Additional resources for attracting a diverse candidate pool can be found on:

- Higher Education Recruitment Consortium's Diversity Resources at [www.hercjobs.org/jobseeker\\_tools/diversity\\_resources/](http://www.hercjobs.org/jobseeker_tools/diversity_resources/)

## **Advertising the Position**

The Position Description or Advertisement Copy (Ad Copy) should be as accurate and concise as possible, while at the same time ensuring all pertinent details are included in the text. The Ad Copy is usually developed by the Department Chair, in consultation with faculty, and submitted to the unit Dean. Each requirement for the position should be clearly identified, as well as the Department's specific needs. Remember, once the ad copy is published, new requirements and qualifications cannot be added as criteria for candidate selection. The ad copy language must be fair, non-discriminatory, and avoid gender specific pronouns.

## Faculty Recruitment Planning Form

Position\_\_\_\_\_

School or  
College/Department\_\_\_\_\_

Directions: The Search Committee chair, in consultation with search committee members, should use this document to formulate the recruiting and planning for the search. **Please submit the completed document to the Associate Provost for Strategic Initiatives and Graduate Studies before telephone interviews begin.**

1. List Search Committee Members and identify Chair(s):

2. Specify anticipated time frame for search:

Identify any unique aspects of the position that may influence the search (i.e. Scarcity of potential candidates, multiple roles assigned to the position, interdisciplinary nature of position, special expertise required):

3. List anticipated activities and committee member assignments related to the search. Please be specific:

4. List advertising and promotional sources the university is using in this search and attach advertising copy:

5. What overall strategy will the committee employ to attract a pool of qualified candidates, particularly diverse candidates (i.e. Outreach to multicultural professional caucuses, organizations, professional colleagues, social networks, alumni school):

Search Committee Chair \_\_\_\_\_  
Date \_\_\_\_\_

## **Sample Retention plans points**

### **Sample 1**

Monthly mentoring meetings

Minimizing first year service and teaching requirements (3 cr. course release)

Goal: To prioritize giving first year faculty time to get oriented to the university and learn their roles related to scholarship, teaching, and service

#### **• Mentoring Meetings**

The new hire will be assigned a tenured faculty mentor from within the department

The new hire will meet with the department chair to discuss and create a 5-year plan for teaching, research, and service

There will be mentoring meetings among pre-tenure faculty in the department.

Example of topics:

- collaboration in research
- promotion of scholarship
- internal grant opportunities and release time requirements
- promotion/tenure requirements and portfolios
- mentoring students - advising practices
- promotion strategies for DEI work

## **Sample 2**

### Faculty Retention Plan

The new hire will be provided with:

A senior departmental mentor who will meet with this professor frequently to let them know when they should be doing things on the academic clock and how to deal with departmental issues.

Peer Mentors (someone outside the department) paired up by the CAS Dean's Office.

1 research 3 credit research release upon being hired. The new hire can apply for additional release (2 3 credit releases before tenure) with the dean's office.

Reduced service demands during their first year. (Minimal student advising)

Access to departmental resources to get their research and teaching off the ground.

A happy environment for the new hire to thrive in.

**See samples of ad copies in Appendix.**

#### **Appendices :**

- 1. Sample Ads**
- 2. Faculty Appointment Summary Form**

### **Assistant Professor (Tenure -Track) School of Social Work**

#### **JOB SUMMARY:**

We invite applications from suitable candidates to fill two (2) tenure-track positions at the Assistant Professor level. An Associate Professor level position may be considered for one of these positions commensurate with experience. Candidates should have a doctorate in social work or an allied field; an MSW degree and post-MSW related experience required.

**RESPONSIBILITIES:**

1. Faculty members teach 18 credits (6 courses) annually. The ability to teach in more than one site (Garden City, Hauppauge, Manhattan, Hudson Valley) is preferred.
2. Must have experience and ability to teach courses across curricular programs (with particular interest in practice, human behavior and/or organizations), degree programs and/or teaching modalities (e.g. in person, hyflex, and/or online). Ideal candidates will have substantive expertise in children/adolescents and/or behavioral health.
3. Faculty responsibilities also include maintaining an active scholarship agenda, and service to the school, university, and community.

**QUALIFICATIONS:**

1. A doctorate in Social Work or an allied field.
2. An MSW from a CSWE accredited institution.
3. Minimum of two years of post-MSW related work experience preferred.
4. Scholarly publications and a defined research agenda.
5. Teaching experience at the undergraduate, graduate, or both levels.

A strong commitment to diversity, equity, and inclusion, including the teaching and mentoring of students from diverse cultural and/or historically underrepresented backgrounds.

**APPLICATION:**

1. Applications should include a letter of interest, curriculum vitae, and teaching and scholarship statement. Throughout your application materials, we encourage you to highlight your background in fostering an inclusive research agenda, campus culture and supporting the success of students who are historically underrepresented in higher education.
2. At least one writing sample, along with names and contact information of three references.
3. To be considered, applications must be submitted through the Adelphi website only: <https://www.adelphi.edu/hr/open-positions/>.

**DIVERSITY:**



Adelphi University is an equal opportunity/affirmative action employer committed to building a diverse workforce and strongly encourages applications from women, under-represented groups, members of the LGBTQI+ community, people with disabilities and veterans.

#### **ABOUT ADELPHI:**

Adelphi University, New York, is a highly awarded, nationally ranked, powerfully connected doctoral research and teaching university dedicated to transforming students' lives through small classes with world-class faculty, hands-on learning and innovative ways to support academic and career success. Adelphi offers exceptional liberal arts and sciences programs and professional training, with particular strength in our Core Four—Arts and Humanities, STEM and Social Sciences, the Business and Education Professions, and Health and Wellness. Recognized as a Best College by U.S. News & World Report, Adelphi is Long Island's oldest private coeducational university, serving more than 8,100 students at its beautiful main campus in Garden City, at learning hubs in Manhattan, the Hudson Valley and Suffolk County, and online. The University offers students more than 50 undergraduate majors and 70 graduate programs in the liberal arts, the sciences and professional training. With powerful partnerships throughout the New York area, more than 115,000 graduates across the country, a growing enrollment of students from 41 states and 58 countries, and rising rankings from top publications and organizations, Adelphi is a dynamic community that plays a leadership role on Long Island and in the region.

#### **ABOUT THE SCHOOL:**

The Adelphi University School of Social Work offers baccalaureate, masters and doctoral education to a diverse student body of about 800 in urban and suburban New York and Long Island. The B.S.W. prepares graduates for generalist practice; the M.S.W. curriculum concentration is contemporary direct practice; the Ph.D. curriculum prepares experienced practitioners for leadership roles as educators, scholars, researchers, policy makers, and administrators. The school is committed to excellence in teaching, scholarship, service, and active collaboration with its communities.

**Assistant Professor (Tenure-Track)**

## **Communication Sciences and Disorders**

### **JOB SUMMARY:**

The Department of Communication Sciences and Disorders of Adelphi University (<https://education-csd.adelphi.edu/>) invites applications for two nine-month, tenure track appointments at the Assistant Professor level to begin August 2021. Both positions are pending approval based on university revenue projections as of Spring 2021.

The Department offers a vibrant and diverse clinical and research atmosphere where academic and clinical faculty are dedicated to providing students with the highest level of professional training in the classroom, at our on-campus Hy Weinberg Center for Communication Disorders, and in the New York metropolitan community. The Department of CSD offers degrees at the bachelors, masters, and doctoral levels, and is part of the College of Education and Health Sciences. We are dedicated to achieving programmatic excellence through cultural diversity.

### **RESPONSIBILITIES:**

1. Teaching at the undergraduate, masters and doctoral levels.
2. Maintaining an active research agenda; and university service.
3. One or both candidates should be prepared to teach in the department's Sunday Manhattan Center program. These courses run on 8-week cycles, with 4 hours of class weekly.

### **QUALIFICATIONS:**

- a. Applicants must have an earned doctorate in Speech-Language Pathology or a related area.
- b. Certificate of clinical competence and eligibility for a New York State license to practice preferred.
- c. We will consider applicants from all areas, but are particularly interested in persons with expertise in adult speech and language disorders and/or adult dysphagia.
- d. We are seeking candidates who have a strong commitment to teaching undergraduate and graduate students from diverse cultural backgrounds.

### **APPLICATION:**

1. Applicants should submit a letter of interest, curriculum vitae, a statement of research interests, copies of representative publications, a statement of your teaching

philosophy, and any evidence of successful teaching, particularly involving students from culturally diverse backgrounds.

2. Three confidential letters of recommendation should be emailed to Laura L. Koenig, Department of Communication Sciences and Disorders, Adelphi University; email: lkoenig@adelphi.edu. Informal inquiries concerning the position are welcome: lkoenig@adelphi.edu.
3. We will begin reviewing applications immediately and will continue until the appropriate candidates are secured.
4. We strongly encourage applications from members of historically under-represented minority groups.

#### **ABOUT ADELPHI:**

Adelphi University, New York, is a highly awarded, nationally ranked, powerfully connected doctoral research university dedicated to transforming students' lives through small classes with world-class faculty, hands-on learning and innovative ways to support academic and career success. Adelphi offers exceptional liberal arts and sciences programs and professional training, with particular strength in our Core Four—Arts and Humanities, STEM and Social Sciences, the Business and Education Professions, and Health and Wellness. Recognized as a Best College by *U.S. News & World Report*, Adelphi is Long Island's oldest private coeducational university, serving more than 8,100 students at its beautiful main campus in Garden City, at learning hubs in Manhattan, the Hudson Valley and Suffolk County, and online. The University offers students more than 50 undergraduate majors and 70 graduate programs in the liberal arts, the sciences and professional training. With powerful partnerships throughout the New York area, more than 115,000 graduates across the country, a growing enrollment of students from 41 states and 58 countries, and rising rankings from top publications and organizations, Adelphi is a dynamic community that plays a leadership role on Long Island and in the region.

**Assistant Professor**

## **College of Education and Health Sciences**

### **Physical Education**

#### **JOB SUMMARY:**

The department of Health and Sport Sciences in the College of Education and Health Sciences is currently seeking two (2) full-time Faculty Tenure Track Positions in Physical Education Program starting fall 2021. This Faculty position is subject to financial factors to be determined by the Board of Trustees at the March 2021 meeting.

#### **RESPONSIBILITIES:**

1. Teach undergraduate and graduate courses in initial and advanced teacher certification and sport pedagogy programs such as physical education pedagogy, elementary and secondary methods, adapted/inclusive physical education, health-related fitness programs, CSPAP, research in PE, and motor development.
2. Advise and mentor students.
3. Provide service to school, university, and community.
4. Establish or continue a research line within physical education, physical activity, wellness, or a related field.
5. Collaborate with the Chair and faculty of the department of Health and Sport Sciences for program administration and to develop and implement dynamic curriculum and program enhancements.
6. Aid in student recruitment and retention efforts in collaboration with the University.

#### **QUALIFICATIONS:**

1. Earned terminal degree in Physical Education or a related field. ABD candidates will receive consideration.
2. Experience with teacher certification, edTPA, student teaching, and accreditation are strongly preferred.
3. Experience teaching pedagogy courses, teaching adapted physical education courses, and/or integration of technology into teaching is desired.
4. A track record of scholarship and service should be commensurate with rank.
5. Academic experiences (teaching, scholarship and/or service) with culturally diverse populations.

## **APPLICATION:**

1. Interested candidates should submit a cover letter, a current CV, a statement on research, a teaching philosophy, and two letters of reference. Research statements and teaching philosophy should identify ways in which the candidate can fulfill needs within the current program, but also will help the program grow in new directions.
2. Review of applications will begin upon receipt of application with the search continuing until the position is filled. Interviews will begin April, 2021.
3. Employment is contingent upon a satisfactory background check.
4. Direct any inquiries to the chair of the search committee, Associate Professor and Program Director, Undergraduate Physical Education: Kevin Mercier, Ed.D., Phone: 516-877-4269, Email: [kmercier@adelphi.edu](mailto:kmercier@adelphi.edu).

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Adelphi University is the premiere institution in Physical Education Teaching Preparation on Long Island. The Physical Education Program currently offers a BS in Physical Education and an MS in Physical Education both with K-12 NYS certification. A recently developed 4 + 1 program allows students to earn a BS in Physical Education and an MA in Health Education in 5 years with many health courses completed during the initial four-year period and included in undergraduate tuition. A Physical Education non-certification program offers specializations in Adapted Physical Education and Sport-Based Youth Development. The programs are housed in the department of Health and Sport Sciences in the College of Education and Health Sciences. The department also offers undergraduate programs in Exercise Science, Physical Activity Studies, and Sport Management as well as graduate programs in Community Health Promotion, Exercise Science, Health Education, Nutrition, Physical Activity Studies, and Sport Management.

These academic programs prepare practitioners, administrators, researchers and leaders within all relevant career fields.

<http://education-ehps.adelphi.edu/>.

The College of Education and Health Science at Adelphi University, home to the department of Health and Sport Sciences is one of the paramount institutions in the preparation of practitioners and leaders in education and allied human service fields. For further information about the college and the department, go to

<http://education.adelphi.edu/>.

## **FACULTY APPOINTMENT SUMMARY FORM**

**The form below should be completed and submitted to the dean and the Associate Provost for Strategic Initiatives and Graduate studies before campus interviews are arranged.**

### **Faculty Appointment Summary Form**

College/School: \_\_\_\_\_

Program: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Description:

Position Qualifications:

Position Relationship to University Goals (e.g. enrollment, accreditation requirement, program development, etc.)

#### Number of Applications

Women \_\_\_\_\_ Men \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ American \_\_\_\_\_ Native \_\_\_\_\_ White \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_

#### Number of Interviews

Women \_\_\_\_\_ Men \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ American \_\_\_\_\_ Native \_\_\_\_\_ White \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_

**PLEASE ATTACH A SUMMARY OF THE ACTIONS TAKEN, BEYOND THE PLACEMENT OF ADVERTISEMENTS, TO SEEK A DIVERSE CANDIDATE POOL (INTERVIEWS AT PROFESSIONAL MEETINGS, CALLS TO COLLEAGUES AND/OR GRADUATE PROGRAM DIRECTORS, ETC.)**

#### Appointment

Name \_\_\_\_\_

Highest Degree \_\_\_\_\_ Year of Degree \_\_\_\_\_ Institution of Degree \_\_\_\_\_

Other Relevant Degrees \_\_\_\_\_ Gender Identity \_\_\_\_\_

Race/Ethnicity (check as applicable):

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ American \_\_\_\_\_ White \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_

Recent Positions or Graduate School  
\_\_\_\_\_

**Evaluating the Candidate**

It is essential that the search process remain fair and consistent for all candidates. One way to achieve this objective is for the search committee to agree on the important key criteria for candidate selection. Once the committee has prioritized its criteria, it may want to develop an evaluation tool to assess each candidate.