Faculty Roster Hiring Guideline

- A roster is valid for a two year period however it is recommended to advertise and refresh rosters on an annual basis (preferably once every 6 months or at the beginning of the semester). **NOTE:** If an individual(s) was initially hired from a roster and continues to serve in an instructional capacity related to that need, it is not necessary for them to reapply to the roster. See last bullet.

- The purpose of “refreshing” a roster is to ensure that employment opportunities are made available to individuals new to the region/area or who may have missed a posting at one time. This advantages a department and college by also updating the list of individuals interested in employment and who could potentially be readily available on short notice.

- A roster should have a minimum of three committee members. To ensure gender diversity, please include at least one female and one male.

- A roster should distinctly identify courses or a range of courses and/or levels. The way the announcement is presented during recruitment (the description or listing of courses or levels) determines the range of appointment opportunities for individuals. It also affects the range of reappointment opportunities when an individual is originally hired using a roster.

- When using a roster for recruitment, the qualifications must be distinct if there is a variance in qualifications required for certain courses or levels if using only a single roster. Note: it may be better to have more than one roster if there is an alignment of certain qualifications for certain types of courses or course levels.
  
  - **Example of broad/less restricted recruitment:** The following is a roster recruitment for individuals to instruct Anthropology courses ranging from 100-400 level as needed by the department. A Master’s degree in X is required to teach 100-200 level courses and a Doctorate in X is required to teach 300-400 level courses.

  - **Example of narrow/more restricted recruitment:** The following is a roster recruitment for individuals to instruct Anthropology 215 and 217 as needed by the department. A Master’s degree in X is required to teach these courses.

- As long as individuals continually teach at least 1 time during an academic year (can include summer session as part of academic year), they are eligible for reappointment to any course or level indicated on the roster that was used for recruitment. If the roster is not broad the individual is limited to the narrow list of courses/levels indicated on the roster.