

**HIRING OF BASILIAN FACULTY  
AND ADMINISTRATORS**

**Policy Number: H.01.01**

**SCOPE**

All employees.

**PURPOSE**

To establish procedures for the hiring of Basilian Faculty and Administrators.

**DEFINITIONS**

**POLICY/PROCEDURE**

In 1947 the Basilian Fathers founded the University of St. Thomas and established its aims and purposes. Basilians continue to provide a significant number of its administrators and faculty. The distinctive character of the University is, to a great extent, the result of its relationship with the Basilians. It is the expressed wish of the Board of Directors that the Congregation of St. Basil should continue to exercise a significant role in the teaching and administration of the University. To ensure that this will be the case, the following procedures will be adhered to in attracting, recruiting, and hiring Basilian faculty and administrators:

1. The President and Vice President for Academic Affairs will contact the Superior General of the Basilian Fathers at least once a year in order to ascertain the names of those Basilians who are graduate students and/or interested in the university apostolate. The University Administration will maintain an up-to-date list of Basilian prospects for upcoming faculty and administrative positions.
2. When a full-time faculty or academic administrative position becomes available, the Vice President for Academic Affairs will inform the Superior General of the position. He/she will either suggest a likely Basilian candidate or ask that the Congregation recommend a candidate. With the Superior General's approval, the Vice President for Academic Affairs will then approach the individual and ask whether he is interested. If the response is affirmative, the candidate will then submit his curriculum vitae, letters of recommendations, transcripts and other appropriate documents to the Vice President for Academic Affairs.
3. If the President approves, the Basilian candidate for a faculty position will be invited to the University to meet with colleagues, the department Chair, the appropriate Academic Dean and the President. He will also make a presentation to faculty and/or students. After consulting with the department Chair and Dean, and bearing in mind the University's commitment to a strong Basilian presence on campus, the Vice President for Academic Affairs will then make his/her recommendation to the President. If the President approves the Basilian candidate for the position, then no Search Committee will be struck, and he will be offered a contract.
4. If the vacancy is in a non-academic area, the President will contact the Superior General of the Basilian Fathers and follow the same procedure in asking for credentials, inviting candidates for interviews and conducting the review process.

## University of St. Thomas Policies

5. When a Basilian with appropriate qualifications approaches the Administration of the University of St. Thomas although a full-time position may not be anticipated in his field for the immediate future, the Basilian applicant, if his personal and professional qualifications are such that his services would be valuable, will be invited to visit the campus to discuss future possibilities. If it seems desirable, special consideration may be given to establishing a cross-listed appointment or one that would involve part-time teaching with other duties or expectations carefully delineated. It is understood that the availability of a Basilian for a teaching or administrative position is not sufficient cause for replacing anyone who is otherwise performing his/her duties in a satisfactory way.
6. On an annual basis, the Superior General of the Basilians or his delegate will be invited to meet with the Board of Directors to assess the role of the Basilians within the University of St. Thomas and discuss means of maintaining and strengthening the relationship.

**APPROVED: Dr. Robert Ivany**

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**Effective Date:**