Here’s a fully filled-out version of the report for hiring a new instructor:

**Hiring Report: New Instructor Recruitment**

**Date:** November 15, 2024  
**Prepared by:** Human Resources Department

**1. Introduction**

This report outlines the recruitment process and the rationale for hiring a new instructor for the Department of Computer Science. The purpose of hiring is to meet the increasing demand for computer science courses, improve student-teacher interaction, and provide high-quality instruction in emerging areas of technology. With growing student enrollment, this recruitment is essential for maintaining the department's reputation for excellence in education.

**2. Needs Assessment**

The Computer Science department has experienced significant growth in student enrollment over the past two years. In particular, we have seen an increase in demand for courses in software development, data science, and artificial intelligence (AI). Current faculty are unable to fully meet the demand for these courses, leading to increased class sizes and heavier workloads.

Feedback from students and faculty has emphasized the need for additional instructors to maintain effective teaching quality. Specifically, there is a demand for a specialist in AI and machine learning, as well as someone with a solid understanding of software engineering principles. The goal is to reduce the student-to-instructor ratio, thus improving the overall academic experience.

**3. Job Description**

The ideal candidate will possess the following qualifications:

* **Education:**
  + Master's degree or Ph.D. in Computer Science or a closely related field.
* **Experience:**
  + At least 3 years of experience teaching computer science at the university level.
  + Demonstrated expertise in software engineering, artificial intelligence, and machine learning.
  + Experience in course design and curriculum development is a plus.
* **Skills:**
  + Strong communication and presentation skills.
  + Proficiency in programming languages such as Python, Java, and C++.
  + Knowledge of data science tools and techniques.
  + Ability to use modern teaching tools and platforms (e.g., online learning platforms, coding labs).
  + Capacity to mentor students and guide them in research projects.
* **Responsibilities:**
  + Deliver high-quality instruction in courses such as AI, software development, and data science.
  + Develop and review course materials, ensuring they align with current trends and technologies in the field.
  + Provide academic support and mentoring to students, both in and outside of class.
  + Conduct research in the field of computer science and publish findings as appropriate.
  + Participate in departmental meetings, workshops, and professional development opportunities.

**4. Recruitment Process**

The recruitment process will be conducted in the following stages:

* **Stage 1: Job Advertisement** The job advertisement will be posted on the university’s website, relevant academic job boards, and LinkedIn. The advertisement will run for a period of 3 weeks to attract a diverse pool of candidates.
* **Stage 2: Screening** Applications will be screened based on the criteria outlined in the job description. The top candidates will be selected for interviews.
* **Stage 3: Interviews** A selection committee will conduct interviews with the top candidates. The interview process will include a presentation by the candidate on a relevant topic in AI or software development, followed by a Q&A session.
* **Stage 4: Final Selection** After the interviews, the selection committee will make a recommendation for the best candidate based on qualifications, teaching skills, and research experience.

**5. Timeline**

The timeline for the recruitment process is as follows:

* **Job Advertisement:** November 20, 2024 – December 10, 2024
* **Screening of Applications:** December 11, 2024 – December 15, 2024
* **Interviews:** December 18, 2024 – December 22, 2024
* **Final Decision:** December 24, 2024
* **Start Date:** January 15, 2025

**6. Budget**

The proposed salary range for the new instructor is between $70,000 and $90,000 per year, depending on experience and qualifications. In addition to the salary, the department will allocate a budget for professional development, research support, and necessary teaching materials.

**7. Conclusion**

The recruitment of a new instructor is critical for ensuring that the Department of Computer Science can continue to provide high-quality education while addressing the increasing demand for courses in emerging fields such as AI and machine learning. The proposed hiring timeline and budget have been carefully planned to ensure a smooth and efficient recruitment process.