

College Faculty Search Guidelines 2011-2012

The College Search:

- Developing a college search plan includes:
 - Developing a job advertisement for approval by the Office of the Dean, once hiring approval is received;
 - Ensuring that the job advertisement is representative of the position and at the same time is sufficiently broad that a strong and diverse pool of candidates is obtained;
 - Specifying the position levels;
 - Constituting the search committee
 - Form a single search committee to recruit for the search.
 - The search committee should consist of: 1) at least 3 faculty members; 2) a designated chair; and 3) a designated AAA (Affirmative Action Advocate).
 - Provide this information to the Office of the Dean when requested.
 - Monitoring the search process to ensure that a strong, diverse, and reasonably large pool of candidates is obtained (according to guidelines from the University Office of Equal Opportunity Programs).
 - Seek permission from Dean to interview providing request with candidate's CV, 3 letters of recommendation and job ad. **Permission is not automatic. Interview dates can only be scheduled after permission authorized by Dean.**
 - Ensuring that all of the committee members participate fully in the search process;
 - Providing the requested material to the Dean to obtain approval to extend an offer.
 - All requests to make an offer must be received in the Office of the Dean by **10AM Friday**. **Nine** sets of all material must be provided to include memo of request from department chair, CV, 3 letters of recommendation and job ad.