

**FACULTY INTERVIEWING PROCEDURES FOR ALL FACULTY POSITIONS**

**Replacement Faculty Hiring  
Faculty Replenishment Hiring  
Faculty Excellence Initiative Positions  
SmartState (Centers for Economic Excellence) Professors**

**BASIC PRINCIPLE:** All faculty and staff hired in the College of Arts and Sciences are hired using the same sets of rules and standards, regardless of the source of funding for the lines.

1. All hiring authorizations, including position levels, and advertising plans must be approved by the Dean of the College of Arts and Sciences **before** any advertising or search committee actions. *In other words, no search is opened in the College without specific written approval by the Dean.*

**FINALISTS:**

2. **Approval to interview a candidate is not automatic.** Send CV, three **current** letters of recommendation, and a copy of the advertisement to the appropriate Senior Associate Dean for review of the credentials **prior** to making **any** arrangements for campus visits and interviews. The Senior Associate Dean will examine each request carefully and notify the appropriate individuals of approval or disapproval. **Please do not schedule anything until you have been notified of approval.**

**SCHEDULING:**

3. All candidates for any position/percentage of appointment must be interviewed by the respective Senior Associate Dean. Once approval has been given to invite finalists to campus for interviews, appointments with the appropriate dean are to be scheduled.  
**JUNIOR HIRES:** (Assistant Professor) to schedule interview with the respective Senior Associate Dean contact **administrative assistant (7-7161)**.  
**SENIOR HIRES:** (Associate/Full Professor) must be interviewed concurrently with Dean Mary Anne Fitzpatrick and the respective Senior Associate Dean. Contact **Cheri Shinn (7-7798)** to coordinate the scheduling of the interview with the Deans.  
**ALL INTERVIEWS WITH AN ASSOCIATE DEAN WILL TAKE PLACE IN GAMBRELL HALL ROOM 251.**

**\*\*NEW\*\* DEPARTMENTS WILL NEED TO COORDINATE AND SCHEDULE A MEETING BETWEEN ALL INTERNATIONAL CANDIDATES AND THE INTERNATIONAL SUPPORT OFFICE DURING THEIR ON-CAMPUS INTERVIEW PROCESS. PLEASE CONTACT LORRAINE AUN AT 777-0288 TO SCHEDULE A THIRTY (30) MINUTE APPOINTMENT.**

**RESOURCE COMMITMENT:**

4. Every position in the College of Arts and Sciences and the Department requires a commitment of resources to that line. Chairs must ensure that the faculty in the department are apprised of these rules. Faculty recruiting should be integrated into compelling resource requirements, such as support staff, space, supplies and equipment needs. Departments should begin the process of working with the Dean's

office as soon as possible to have a clear proposal of what it will take to recruit the new faculty. So that we can be of service to departments, it is extremely important that details regarding start-up packages and space requirements be as accurate and realistic as possible.

8-25-11