

Check List for Interviewing / Hiring Faculty Candidates

NOTE: ADVERTISEMENTS MUST BE APPROVED BY THE DEAN BEFORE SUBMISSION FOR PUBLICATION.

PART I

1. Send vitae, three current letters of recommendation and a copy of the advertisement to the appropriate Senior Associate Dean for approval **prior** to scheduling candidates for on-campus interviews. **Junior Faculty:** (Assistant Professor) schedule your interviews with the appropriate Senior Associate Dean ☉ through the administrative assistant at 777-7161; **Senior Faculty:** (Associate/Full Professor) schedule interview with Dean Mary Anne Fitzpatrick and appropriate Senior Associate Dean ☉ through Cheri Shinn 777-7798.

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.

2. See Part IV, below, for the budgetary procedures for interviews.

PART II

After the interviews have been conducted and the department is ready to negotiate, **9 sets to include** the chair's memorandum, CV, 3 current letters of recommendation, and advertisement should be forwarded to Cheri Shinn's attention for Senior Staff action **by 10 AM on Friday prior to the next scheduled Senior Staff meeting on the following Monday:**

The following information may also be requested:

- _____ 1. **If applicable**, FEI Search Committee Summary (maximum 2 pages).
- _____ 2. **If applicable**, FEI Endorsement Sheet.
- _____ 3. Approved Request to Increase Existing FTE form.
- _____ 4. Form A-2 **only if the position is recommended with tenure on the date of hire**. Departmental ballots and vote justifications must accompany the recommendation package. **[See University policy ACAF1.09.]**

A comprehensive recommendation from the department chair should be attached providing specific information regarding scholarship, teaching, and service similar to regular tenure and promotion department chair recommendations. Must include documentation of teaching effectiveness (i.e., student evaluations and/or teaching summary).

- _____ 5. Summary of Process for Recruiting for Unclassified Position Form.
- _____ 6. Copy of advertisements and a list of the journals in which they were placed (including dates).

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- _____ 7. Curriculum vitae and three **current** reference letters. *The three reference letters are mandatory.*
- _____ 8. Copy of the department's **current** tenure and promotion criteria.
- _____ 9. Letter from Department Chair to the Dean. This letter should make a case for hiring and include an assessment of the teaching and research potential of the candidate. Moreover, the letter should include a salary recommendation and should outline financial support (i.e., computer equipment and/or software, moving expenses, course release, research assistance, lab space).
- _____ 10. If the candidate is a non-U.S. citizen, please contact the Office of International Support for Faculty and Staff (777-0288) concerning INS guidelines and regulations.

PART III

1. When the Dean makes an offer for a tenure-track faculty position, the offer will include only the salary and the language required by mandate from the Legislature, SACS, INS and Criminal Background Check.
2. A breakdown of start-up costs must be detailed in the recommendation from the department chair showing the exact breakdown of funds committed by each party. [Example: Department: \$20,000; College: \$25,000]

PART IV

1. You may invite as many candidates to campus as you like (usually no fewer than three).
2. The Dean will provide funding for interviewing up to \$5,000 per vacancy (all costs including advertising).
3. Every effort should be made to bring recruitment to a close no later than April 30.

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**Dr. Bob Thunell, Senior Associate
Dean for Natural Sciences**

Areas of Responsibility:

Biological Sciences
Chemistry & Biochemistry
Earth and Ocean Sciences
Earth, Ocean and Environment
Geography
Mathematics
Physics & Astronomy
Psychology
Statistics
Environment & Sustainability

**Dr. Anne Bezuidenhout, Senior
Associate Dean for Liberal Arts**

Areas of Responsibility:

Anthropology
Art
Criminology & Criminal Justice
English Language and Literature
History
Languages, Literatures, & Cultures
Philosophy
Political Science
Religious Studies
Sociology
Theatre & Dance

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Moving Expenses (may be augmented by department funds):

Professor	\$5,000
Associate Professor	\$4,000
Assistant Professor	\$3,000

8/25/11