

FACULTY INTERVIEWING PROCEDURES

for

Replacement Faculty Hiring

Faculty Excellence Initiative Positions

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.

It is expected that your research committees base their selection of finalists from peer aspirant or better institutions including specialized training in the area of expertise.

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: Must interview at least three candidates.

2. **Approval to interview a candidate is not automatic.** Send vitae, three current letters of recommendation, and a copy of the advertisement to the attention of LaTasha Middleton (7-7161) who will coordinate with the appropriate Senior Associate Dean the review of the credentials prior to making any arrangements for campus visits and interviews. The Senior Associate Dean will examine each request carefully and Latasha will notify the applicable 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 **LaTasha Middleton (7-7161)**.

SENIOR HIRES: (associate/full professor) must be interviewed concurrently with Dean Mary Anne Fitzpatrick and the respective Senior Associate Dean. **LaTasha** will coordinate with Dean Fitzpatrick's Executive Assistant, **Cheri Shinn**, the scheduling of the interview with the Deans.

ALL INTERVIEWS WITH AN ASSOCIATE DEAN WILL TAKE PLACE IN GAMBRELL HALL ROOM 251.

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 insure the faculty in the department are apprised of these rules. Faculty recruiting needs to 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 to have a clear sense of what it will take to recruit the next generation of faculty. So that we can be of service to departments, it is extremely important that details regarding start-up packages be as accurate and realistic as possible.