

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 LaTasha Middleton 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.
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, **11 sets to include** the chair's memorandum, c.v., 3 current letters of recommendation, and advertisement should be forwarded to Cheri Shinn's attention for Senior Staff action **by noon on Friday prior to the next scheduled Senior Staff meeting on the following Monday:**

The following information will be requested as **needed at a later date:**

- _____ 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.
- _____ 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.

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- _____ 9. Letter from Department Chair to the Dean outlining 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.
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. Roger Sawyer, Senior Associate Dean

Areas of Responsibility:

Biological Sciences
Chemistry & Biochemistry
Geography
Geological Sciences
Mathematics
Physics & Astronomy
Psychology
Statistics
School for the Environment

Dr. Steve Lynn, Senior Associate Dean

Areas of Responsibility:

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

Moving Expenses (may be augmented by department funds):

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