

## SEARCHES: APPROVAL AND PRE-SEARCH PROCESS

*During the spring quarter, the Dean's Office contacts chairs and directors for faculty hire requests, including rationale, strategic priorities for the department/program, available space, and a draft of search committee members and advertisement*

### 1. Authorization to Search

- a) *Authorization Email*: includes search details and campus visit budget
- b) *Pre-search Data Webform*: finalize ad, search committee, recruitment sources, diversity and inclusion statement
- c) *DO and PO approvals*
- d) *Email to Post Ad*

### 2. Shortlist Approval:

- a) Department sends finalist names and CVs to [Felicia Dominguez](#) who will notify the department once approved
- b) Department may invite candidates to campus for interviews/job talks
  - Finalists for *tenured appointments* should meet with the Dean/ Associate Dean
- c) Department should be in touch with Joel Trammell to review space plans
- d) Department votes and a candidate is put forward
  - Academic units recruiting individuals with significant start-up needs (i.e., the laboratory sciences) should submit a start-up request along with their recommendation to hire so that evaluation of the request can begin immediately. It is best if Joel Trammell and Catherine Woolley are informed about the space and equipment implications as early in the process as possible.

### 3. Submitting Finalist Requests

- a) Finalists are identified within the Faculty Recruitment System (FRS).
- b) **For assistant professor and teaching-track appointments:** department sends [Felicia Dominguez](#) the departmental recommendation letter, finalist CV, and letters of reference. For any searches **not** run through the Faculty Recruitment System, please also include the [Search Summary Form](#) and CVs of all other finalists.
- c) **For tenured appointments (Associate Professor and Professor)** department sends Elizabeth Kim the department letter, external referee letters collected by the department, a list of proposed external reviewers, a current CV and statement, student evaluations and other materials bearing on the candidate's record of teaching and mentoring, and a set of representative publications to be sent to external reviewers in the College-level review, including especially recently published articles and works in progress. Where applicable, the most recent book – either published, in proofs, or in manuscript – should also be provided. (For full professor appointments, a reflective statement on teaching, research and service, while always useful, may not be easily obtainable and is therefore not required.)

### 4. Finalist Approval and Offer

- a) Tenure-line hires at the rank of assistant professor and teaching-track hires: Dean's Office forwards approved materials to Provost's Office for approval. Upon approval, Dean's Office sends offer letter to candidate (drafts are reviewed by chair)
- b) Tenured hires: Dean's Office initiates ad hoc review of candidate. Upon successful review, candidate is forwarded to Provost's Office for approval. Upon approval, Dean's Office sends offer letter to candidate (note that a conditional offer can be sent prior to review)
- c) Offer acceptance: Dean's Office informs pertinent departments and units, or, candidate declines and backup candidate is forwarded and the above steps are repeated.

## **TARGET OF OPPORTUNITY (TOO) and TARGET OF EMINENCE (TOE) : PROCEDURES**

*On occasion, a candidate may emerge outside the context of a search. If that person's appointment would bring particular benefit to the College, a target of opportunity hire may be considered.*

### **1. TOO/TOE Proposal**

- a) *Proposal to recruit:* Departments and programs may request authorization to pursue a particular named individual at any time, including in their annual hiring plan.
- b) *Targeting a particular individual:* Once a particular individual has been identified, the chair or director should submit to the Dean – either in the form of a letter or built-in to the hiring plan – the following:
  - Rationale for not opening up an international search
  - Appropriate enrollment data and curricular needs
  - Argument how the individual's research is transformative
  - Information about how the recruitment of the candidate would enhance our excellence and diversity
- c) *Approval:* Departments and programs may only proceed to “next steps” if they have approval to target a particular individual, whether through the hiring plan process or directly from the Dean and Provost. Approvals granted to explore the field with an eye to making a targeted offer are contingent on the identification of and approval to pursue a particular individual.

### **2. Next steps**

- a) *Department Vote, Notifying Candidate, Interview and Job Talk:* Dean's Office notifies department or program of approval; vote can initiate at this time and Chair or Director may let the candidate know that they are being considered for a tenure-line offer and proceed with interview and job talk

### **3. Making an Offer**

- a) *Materials:* the chair or director sends the Dean's Office ([Felicia Dominguez](#)) the candidate's CV and letters of recommendation and they are reviewed by Dean and Provost.
- b) *For un-tenured offers:* letter is sent by Dean's Office
- c) *For tenured offers:* tenure review is initiated and the below materials are sent to [Elizabeth Kim](#); once completed and approved by Dean, materials are sent to the Provost for final approval and then the Dean's Office sends an offer letter. Note: a conditional offer may be sent to the candidate before the tenure review is complete.
  - Department letter
  - External referee letters
  - List of proposed external reviewers
  - A current CV and statement
  - Student evaluations and other materials bearing on the candidate's record of teaching and mentoring
  - Set of representative publications to be sent to external reviewers in the College-level review, including especially recently published articles and works in progress. Where applicable, the most recent book – either published, in proofs, or in manuscript – should also be provided.