

Instructions for chairs and directors for completing faculty search packets

- Department representatives do not make offers to any candidate. The official offer is sent by the dean after the offer terms are approved by the department, the dean, the EEO office and the provost. Once the department selects a candidate, the search committee chair and/or department chair (hereinafter “chair”) will discuss details with the dean. Once an agreement is reached between the chair and dean, the search packet can be assembled and the chair will send an unofficial offer letter, which has been approved by the dean’s office, to the candidate. The unofficial offer outlines the appointment terms that the department and College will recommend to university officials and is subject to further approval. The final draft of this letter is sent from the director of administration to the chair, and the chair then sends the unofficial offer to the candidate (cc: dean, director of administration).
- Use the Search Process Checklist as guide to determine which forms should be included in the search packet.
- If a Ph.D. is required for the position and the candidate is ABD, note this on the checklist and contact the dissertation committee chair, verify the date of the defense and likelihood of success. Include this correspondence in the search packet.
- Complete Part II of the Faculty Position Recruitment Notice.
- Do not complete Part III of the Faculty Position Recruitment Notice.
- Attach copies of all ads. These should match with the publications that were listed on the Faculty Position Recruitment Notice. If you used Graystone to advertise for the position, EEO will accept the confirmation that they provide in lieu of copies of the ads.
- Complete the summary of candidate evaluations.
- Ensure that the selected candidate’s credentials have been verified, that they have degrees from **accredited** institutions, and that the form is signed by the designee.
- Attach CVs of all applicants interviewed for the position.
- Once the search packet has been approved by university officials, the dean will send an appointment contract with salary, rank and similar appointment information to the new hire. The dean’s staff will return the original search packet to the department
- Retain the search file in a confidential manner for three years from the date the candidate entered the position or from the date the position is closed.
- **Incomplete search packets will not be accepted and will be returned for completion.**

If no candidate is selected, close the search by completing Part II of the Faculty Position Recruitment Notice, attach a summary of candidates form and note in Part III to close the search (giving the reason), sign and date the form, and return this original form to the dean’s director of administration’s office. Retain the original search file as indicated above.