THE SEARCH PROCESS

**Step One: The Planning Document**
The search process consists first of writing the planning document which is developed by the department (all members participate) in consultation with the Vice president for academic affairs and dean of the college and other departments as appropriate, and addresses questions of field specialization, and how the position relates to expertise of others in the department and related programs. Will new courses need to be developed? Will new equipment need to be purchased? New labs? Will the person be expected to contribute to programs such as women's studies, Latin-American studies, etc.?

The planning document includes a description of measures to be taken to insure an adequate applicant pool. It is vital to have a recruitment plan that is proactive, that seeks candidates from underrepresented groups, and that does not passively rely upon advertisements in disciplinary journals and The Chronicle of Higher Education to produce desired candidates.

**Step Two: Search Committee Chairs Meeting With Dean**
Each spring, the vice president for academic affairs and dean of the college will call a workshop-type meeting of search committee chairs to explore ideas and techniques, such as "networking," deemed helpful in recruitment of candidates from underrepresented groups. It would be explained, for example, that in networking, a search committee member contacts individuals who have contacts with potential candidates.

**Step Three: Approval of the Process**
The third step in the search process is approval of the planning and recruitment plans and authorization to search by the vice president for academic affairs and dean of the college. (The vice president for academic affairs and dean of the college receives staffing advice from the Curriculum Committee in the spring of the year preceding a search. See Procedures for Appointment 2.2a.) This includes potential rank of candidates for the position, meetings to be attended (and by whom) for recruitment purposes, composition of the search committee, and guidelines by which adequacy of the pool will be determined.

Adequacy of the pool means that the pool is at least representative, i.e., that it has proportionate percentages of applicants relative to national availability statistics. The Vice president for academic affairs and dean of the college, in consultation with the Curriculum Committee, is responsible for establishing applicant pool guidelines.

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**Step Four: Approval of the Candidate Pool**
The search committee will read all folders and consider reports from preliminary interviews. After the pool of candidates is compiled, it is the responsibility of the vice president for academic affairs and dean of the college, after discussion with the department chair, or the search committee, if needed, to determine the adequacy of the applicant pool for affirmative action purposes and to direct that a search be reopened or continued until she/he judges the pool to be adequate within the guidelines set in Step Two.

**Step Five: Search Committee Selection of Candidates Recommended for Campus Interviews**
The search committee will proceed, if appropriate, to telephone interviews. It then will recommend usually no more than three candidates to the vice president for academic affairs and dean of the college for campus interviews.

**Step Six: Approval for Campus Interviews**
The sixth step is the bringing of candidates to campus for interviews. The search committee chair prepares a recommendation to the vice president for academic affairs and dean of the college of candidates the search committee wishes to invite to campus accompanied by each candidate's letter of application, curriculum vitae, transcripts, and three letters of reference and/or notes from telephone interviews with referees.

Only after approval is given to bring candidates to campus does the search chair contact candidates to invite them to campus. The candidates will be interviewed by the search committee, other faculty in the department, if any (other than those on terminal appointment), and by faculty in related programs, by the vice president for academic affairs and dean of the college, and by the president. Students are to meet the candidates.

Search committee chairs are urged to move forward in as timely a way as possible throughout the search process and the vice president for academic affairs and dean of the college is expected to respond to requests to search and bring candidates to campus as quickly as possible; requests for searches must be submitted early in the spring semester of the year prior to the search year; candidates should normally be brought to campus before the end of the fall semester or by mid-February at the latest.

**Step Seven: Offer to a Candidate**
After the campus interviews are completed, the search committee chair makes a recommendation for appointment to the vice president for academic affairs and dean of the college by telephone or by appointment and seeks written authorization to make an offer to a specific candidate. The written authorization will include information on salary, rank, major review schedule, and length of appointment. Once the search committee chair receives such authorization, the vice president for academic affairs and dean of the college conveys that offer to the candidate by telephone and establishes a time period within which the candidate will respond. In consideration of other candidates, this period should be a brief one. Only the president can make an official offer in writing. If the candidate accepts the authorized oral offer, the vice president for academic affairs and dean of the college prepares a letter of appointment for the president's approval.

(This statement and these procedures were prepared by the vice president for academic affairs and dean of the college in consultation with the FEC, presented by the FEC to the faculty and unanimously endorsed by the faculty at its March 6, 1992, meeting.)