

Checklist for Search Committee Chairs and Academic Department Coordinators TENURE-TRACK APPOINTMENTS

Start of a search: Position is approved by CEP in response to a proposal submitted by a department or program. Search plans and job ads are approved by the dean's office. Note that one member of the Working Group on Faculty Diversity will become a full member of the search committee and should be included in all committee business and meetings from the start of the search. He/she will be referred to as the "search committee member from outside the department" in all schedules and correspondence.

Job ad placement: Job ads must be approved by the deans. One print ad must be placed in a national journal. The dean's office will place an ad listing all tenure track searches in *The Chronicle of Higher Education*; *Diverse: Issues in Higher Education*; *Hispanic Outlook in Higher Education*; and, for the sciences, *SACNAS Conference Journal*. ADCs will place the ad in any field-specific journals or newsletters and websites per the search plan, and prepare bulk mailing to major graduate programs (if appropriate).

Faculty search budget and project number:

The recruiting budget covers advertising expenses; all candidate travel expenses (meals, parking at airports, lodging, taxis, etc.); certain expenses for faculty members traveling to conferences to interview (must be approved by deans); and department hospitality expenses up to \$175 per candidate. Any excess may be charged to the department budget. Use project #200025 and appropriate account codes on all invoices/reimbursements related to recruitment, and forward to the dean's office. *Please include tear sheet with advertising invoices.* Send any dining function sheets to Dodie for approval and an email regarding candidate meals through the line.

Recruit for Faculty: (on-line recruitment system)

ADCs and search cmte chairs will have administrative access to their search in *Recruit*. ADCs should arrange for training in the *Recruit* system from Amy Bai in HR. All search committee members will have password-protected Guest User access to the applicant materials. Dodie will post the job in *Recruit*, place the ad on the website, and send Guest User account information to ADC and chair once search is live in the system. It is assumed that the search will remain "paper free" until the long short-list stage.

Long short-list meeting: Once the search committee has narrowed the search to the top 8-12 candidates, the chair will email to Cristle and Jim the names on the long short-list and arrange for a meeting (Jeanne x3523). Search chairs should send over files in advance of the meeting if any additional material is available beyond the electronic files. (The deans do not need paper files at this time.)

Scheduling interviews: (all tenure-track candidates meet with the president and both deans—schedules are coordinated between the offices). When top candidates are identified, and dates for campus visits have been chosen, call for a spot on the president's calendar as early as possible (Rebecca x3222) and Cristle's & Jim's calendars as well (Jeanne x3978).

Telephone interviews: It is often useful to interview candidates remotely (via telephone, video conference, or computer). The search committee should schedule the appointment time with the candidate in advance and set a length for the interview call (typically 30-45 mins). Questions for the interview must be formulated in advance and used consistently for all candidates. The interview must be conducted by at least two members of the search committee and it is important that a summary of the interview be prepared as soon as possible after its conclusion. If questions or topics arise that you cannot answer or feel unprepared to address, please refer these to the dean's office.

Campus visit: Arrange for candidate travel and lodging once visit dates are confirmed. Travel: Use Axiom [<http://corp.americanexpress.com>] or call Hewins (729-6261) and provide the names & contact info., and interview dates of candidates. Hewins will contact the candidates, or the candidates can call Hewins directly (1-800-370-3008). Lodging: Brunswick Inn on Park Row (729-4914); The Inn at Brunswick Station (837-6565); Comfort Inn (729-1129); Fairfield Inn (721-0300); Captain Daniel Stone Inn (373-2374). Please ask for the Bowdoin rate and have charges billed directly to the College—Academic Affairs. Arrange candidate transportation between lodging and campus if necessary.

Prepare interview schedule (see sample) and candidate folders:

Please provide, ***in clearly labeled individual file folders for each candidate***, the following materials: (a) the candidate's **cover letter and c.v.**; (b) the candidate's **schedule**; and (c) **letters of recommendation**. At least 2 days prior to visit, please deliver the candidate folders to the deans. Please note that you may email the final candidate schedule to Catey Draper (cdraper@bowdoin.edu) if the schedule is not finalized at the time you deliver the candidate folders.

Ad hoc committee: Ad hoc committees are composed of faculty members from outside the recruiting department or program to allow candidates to ask broad questions about the contexts in which individual departments or programs operate and about the character of faculty life at Bowdoin and in the Brunswick and broader Maine communities to more clearly understand how they might contribute to the academic community. At the same time, it provides an opportunity to gain a general sense of the "fit," intellectual quality, and teaching promise of new appointments. All tenure track searches will have an ad hoc committee assigned by the deans (we will let you know membership via an email announcement). Ad hoc committee members will not have access to the search in *Recruit*, and should receive only the candidate's **cover letter, c.v. and schedule**. (Do *not* include letters of recommendation.) The ad hoc committee meets with each candidate, preferably as a group, in a place where candid conversation can occur. In addition, all members are encouraged to attend candidate presentations.

Procedure for hiring: When campus interviews have concluded, search committee chairs should gather responses of ad hoc committee members and Deans' assessments before deliberating with the search committee about the candidates. **Telephone references (e.g., with dissertation supervisors) should be done at this stage to gather more complete information.** After the search cmte meets, the chair should call Cristle or Jim to discuss the committee's recommendation. No final notice about hiring can be made without approval from the Dean's office. Normally, the search chair notifies the individual selected that an offer of employment will come from the College and that the Dean or Associate Dean will convey that offer.

Conclusion of search: Once a signed contract arrives in the dean's office, Dodie will send an email notification. Once that notice is sent, search cmte chairs should call unsuccessful candidates who interviewed on campus and, after that, send the emails via the *Recruit* system to unsuccessful candidates. Because the search was handled in the *Recruit* system, no paper copies need to be sent to Human Resources. Please shred all applications and materials related to the search that were printed from the system.