


## The College of Social and Behavioral Sciences

	Policy:	
	Hiring Packet for Faculty	
	Revision: 11 August 1998	Effective: 11 August 1998

### Policy

1. Recruitment/Hiring Form filled out and signed by head/director
2. Affirmative Action Form filled out
3. Advertisements for the position, stamped Approved by Affirmative Action
4. Draft letter of offer to candidate (use sample letter from the Vice Provost's Office as boilerplate)

For a candidate who does not yet have his or her Ph.D.: the candidate should be appointed initially as a Lecturer at a somewhat lower salary, with automatic promotion to Assistant Professor on receipt of the doctorate; a terminal date should be specified by which the candidate should have received the Ph.D. or his or her contract will not be renewed.

5. If commitments to the candidate, or to the department to make the offer possible, come from outside the department, they should be specified under Commitments on the Recruitment/Hiring form, or else listed in a Memorandum of Understanding regarding such commitments (sample attached).
6. Curriculum vitae
7. All letters of recommendation for the candidate

8. Documentation demonstrating the candidate's qualifications and prior performance as an instructor (e.g., summaries of student evaluations at prior institution)

9. If the candidate is being offered a tenured or continuing-status appointment, the packet must include a letter from the unit Promotion and Tenure or Promotion and Continuing Status Committee, indicating the Committee's view on the candidate's suitability for tenure or continuing status.

NOTE: If the unit wishes to offer a tenured or continuing-status appointment to a candidate who has not yet undergone this review at his or her home institution, the appointment should be reviewed by the SBS Tenure and Promotion Advisory Committee or the SBS Continuing Status and Promotion Advisory Committee. This review should involve soliciting additional letters of reference from recognized experts in the candidate's field beyond those included in his or her application. A similar college review is required for candidates who have not yet undergone review for promotion to full professor or full research scientist if the hiring unit wishes to appoint the candidate with this status. Please discuss these cases with the Dean to determine appropriate procedures.

## **Knowledge**