Faculty Recruitment Checklist

for Department/Search Chairs

This list is a reminder of the steps in faculty searches that will help ensure good communication between the Dean of Faculty office and departments throughout the search process. The Associate Dean of Faculty (ADOF) with responsibilities for faculty recruitment and development manages faculty searches and serves as a point person in the Dean of Faculty office for department and search chairs; s/he is also the Affirmative Action Officer for faculty and will provide you with information regarding your candidate pool along the process. The Director for Diversity and Inclusion (DDI) also works with departments in developing search strategies to enhance diversification of the faculty for term and tenure-track searches. The Dean of Faculty (DOF) has final approval on all aspects of recruitment.

1) Discuss recruitment plan and strategy with ADOF, DDI, and DOF as appropriate. This step is required for all tenure-track and term hires.

2) Complete the search authorization form and submit with an electronic copy of the job ad to ADOF.

3) Ads for all positions must contain the following statement at the end of the ad: “Hamilton (www.hamilton.edu) is a residential liberal arts college located in upstate New York. Applicants with dual-career considerations can find other Hamilton and nearby academic job listings at www.upstatenyherc.org. Hamilton College is an affirmative action, equal opportunity employer and is committed to diversity in all areas of the campus community. Hamilton provides domestic partner benefits. Candidates from underrepresented groups in higher education are especially encouraged to apply.”

4) For tenure-track and term positions, advertisements must include one of the following statements, which have proved helpful in building a diverse applicant pool. Alternative wording can be considered but must be approved by the DOF office:

- "Your cover letter should address the ways in which you would further the College’s goal of building a diverse educational environment. Previous experience teaching or working with diverse student populations is an asset."

- "Your cover letter should address ways in which issues of diversity are brought into your teaching, scholarship, and/or service. Experience teaching or working with diverse student populations is an asset."

5) All searches are for entry-level positions—instructor (ABD) or assistant professor rank—unless the DOF grants an exception for particular circumstances.

6) Once the position and ad are approved by DOF office, the department’s Academic Office Assistant (AOA) sets up the search on Interfolio, the first step of which is to generate your search-specific application link, which should be included in the ad.
7) The ad will be placed on the Hamilton, higheredjobs.com, and HERC websites by the DOF office; job ads are placed in disciplinary media by the chair or department AOA.

8) For **tenure-track and term positions**, The ADOF provides information on the expected race/ethnicity and sex diversity of your applicant pool based on national data from the Survey of Earned Doctorates.

9) The DOF office has set some default parameters on Interfolio for all searches (e.g., Affirmative Action statement, Affirmative Action questions) that may not be modified by AOA/Chair. There is no longer a need for the AOA to send an Affirmative Action survey to the candidates.

10) The chair/AOA notifies search committee members when candidate files are open for review on the Interfolio site.

11) **For term and tenure-track positions:**

    - Departments should develop criteria to guide their evaluation of applicants.
    - Once applications are received, the ADOF will provide information about the diversity of the overall pool and discuss whether, in comparison with SED expectations, the search can proceed or whether further recruitment to the applicant pool is necessary.
    - If approved to proceed, the department should review the overall pool and develop a short list of candidates (e.g., 8–15 candidates) who you wish to consider more thoroughly. This list will be reviewed by the ADOF to determine if the diversity of your short list approximates the overall pool and the national Ph.D. pool. Submit this unranked list to the ADOF who will share it with the DDI and DOF.
    - If approved to proceed, the department should decide on three candidates for on-campus interviews and submit their names to the DOF office in unranked format for approval by ADOF/DDI/DOF. Additional candidates may be approved after discussion with the DOF office.
    - If approved to proceed, the department should invite the approved candidates to campus.
    - During the on-campus interviews all term and tenure-track candidates meet with the ADOF, DOF and DDI; senior hires meet also with President.
    - The department should submit its assessment of the candidates to the DOF and ADOF. The assessment should include a narrative evaluation of the strengths and weaknesses of each of the final candidates in reference to the criteria developed to guide the evaluation process, as well as a recommendation on which candidate(s) should be made an offer. (Avoid reliance on numerical ratings as summaries of evaluation.) The level of agreement within the department about its recommendation must be included.

12) For **visiting positions**, the department should:

    - Submit a list of 3–4 names of candidates to the ADOF in a ranked order.
    - Once the list is approved, invite the first-ranked candidate to campus for a visit. The candidate should meet with the ADOF during the visit.
If the first candidate is not acceptable, discuss now to proceed with the ADOF, anticipating an interview with the next candidate.  
If a candidate is acceptable, seek approval from ADOF to make an offer.

13) Final decision on offers and authorization to extend same to candidates rests with the Dean. The department chair makes a verbal offer to the candidate having received offer details from the ADOF.

14) Once an offer has been verbally accepted, the DOF office will generate and send an appointment letter that will be contingent upon verification of credentials and a felony background check.

15) Notification is sent to unsuccessful candidates by AOA via Interfolio.

16) Recruiting/Hiring Report is submitted to ADOF by the chair.