

Procedure for Filling a Tenure-Track Position In the College of Agricultural Sciences

I. Approval to Fill Position

The academic unit leader must make a formal request in writing to the Dean for permission to fill a tenure-track position. A justification, proposed rank, time assignment by function, description of responsibilities, source of salary funds, potential fit with departmental and College strategic plans and outside Consortiums and Institutes, and a brief summary of discussions with other units should be detailed in this written request. Subsequently, a meeting between the unit leader and the Dean may be needed.

After approval to move forward has been received from the Dean, the unit leader should develop and submit the following:

1. A position announcement (Attachment A)
2. A description of the specific undergraduate and graduate courses listed in the position announcement
3. A list of potential search committee members (including those from outside the department)
4. The estimated start-up costs (Attachment B)
5. A list of available office/lab space and notations if renovations will be required

II. Approval of Position Description, Start-Up Costs, and Search Committee

The unit leader should arrange with Dawn Holsopple (865-2542) to review the position with the deans and seek approval to begin the search process.

Two weeks prior to the scheduled meeting, send Dawn Holsopple (RM 238 Ag Admin) the materials developed in Item I above.

Following the meeting with the deans, suggested changes should be incorporated into the position announcement and the documents reviewed with Jim Locker. Substantive changes to the position announcement should be discussed with the Dean prior to initiating the search process.

III. Activities of the Search Committee

The search committee will be appointed by the academic unit leader. It will receive staff support from the academic unit. When the position has an extension assignment, the committee will typically include a representative from county or regional staff.

The search committee should conduct its activities and submit the dossiers of three to six candidates, whom they feel are qualified for the position, to the unit leader. The unit leader will recommend to the Dean which candidates should be interviewed. Dossiers should include:

1. Candidate's letter of application
2. Vitae
3. Transcripts
4. Minimum of three letters of reference
5. One copy of the position description

If minority or female candidates applied for the position and are not among the finalists selected, the unit leader will provide information to the Dean concerning their applications and the reasons they were not selected. The committee should be specific and list the candidates' weaknesses.

The Dean will discuss the applicants with the unit leader and make the decision on who will be invited to campus for interview.

IV. The Interview Process

The academic unit leader will be responsible for inviting candidates to campus and setting up interview schedules appropriate for the specific position. In addition to meetings with members of the unit, the schedule should include a 30-minute meeting with the Dean or Senior Associate Dean and the relevant Associate Deans who represent the appointment areas of the position, i.e., extension, undergraduate education, research – having all deans in the same meeting. Before deciding on an interview date, contact Dawn Holsopple (865-2542) for the Dean or Senior Associate Dean's schedules. Contact the relevant Associate Dean's staff support for their schedules. Once the interview date is set, the unit staff assistant should inform all other deans so that they may attend if available. The unit leader is invited to attend with the candidate in the meeting with the deans. The following should be provided to ALL deans at least one week before the interview:

1. Interview schedule
2. Curriculum vitae
3. Letters of reference
4. Position description

Expenses incurred in the interview process will be covered according to Attachment C (a policy statement on the responsibility for expenses associated with interviewing candidates for tenure-track appointments in the College of Agricultural Sciences).

V. The Decision Making Process

The Dean and relevant Associate Dean(s) should provide comments to the unit leader. Unit faculty should meet to discuss and evaluate the candidates after all the interviews are completed. The comments from the deans and the Search Committee should be considered. Subsequently, the faculty should identify the acceptable candidates and rank them. Faculty votes should be summarized. This information, along with the recommendation of the academic unit leader, should be presented to the deans whom interviewed the candidate. The presentation should be scheduled through staff assistants for the relevant deans. A recommendation on salary and awarding of tenure should be made at that meeting by the unit leader.

The academic unit leader will be responsible for contacting the successful candidate and making both an oral and written offer. The unit leader must work with Kim Evancho to ensure the written offer follows University procedures and Kim will review the offer with the Dean or Senior Associate Dean to ensure it correctly reflects College commitments. The offer letter will come out under the Dean's signature with copies to the unit leader, Barbara Christ (Senior Associate Dean), Kim Evancho (HR rep), Tom Schaffer & Bambi Gates (financial office reps). The academic unit leader should notify the Dean when the candidate accepts or declines.

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