

Hiring of tenure-track faculty without a search (Alternative Appointment).

The OEO coordinator of the college should oversee the process, review the ratings, and review the recommendations to hire and approve the hire.

The process should include the following steps :

1. Write the job description.
2. Complete the Position Version Request Form.
3. Candidate seminar before the department.
4. Candidate interview with departmental faculty.
5. Conduct phone interviews with evaluators (optional).
6. Solicit letters of recommendation and/or evaluations (3-5?)
7. Complete the Alternative Appointment Form.

The following documentation should be included with the Alternative Appointment Form:

Job description

Position version request form

Applicant's letter of application

Current CV

Letters of recommendation and or evaluation (3-5?)

Notes of phone interviews with evaluators, if conducted

The results of a faculty vote to hire/not to hire.

If the recommended rank is above the Assistant Professor level, the vote of the Promotion and Tenure committee is required along with a majority and minority report.

If there is a recommendation for tenure, the vote of the Promotion and Tenure committee is required along with a majority and minority report.

Letter of recommendation from the chair/department head.

Letter of recommendation from the dean of the college.

Discussion Items:

Should there be a ranking sheet-indicating strengths and weakness?