College of Engineering - Recruit and Hire Process

Posting
- Department submits position ad via PDF to ADAA Office for review and approval
  - ADAA approval
- Department submits job requisition in E-Recruit with ADAA and RPM-HR approval
- Department submits ad directly to outside recruiting sources
  - ADAA Office places ad on ADAA web page

Application Process
- Department collects applications and request candidates self-identify
- Search committee reviews applications, writes short narrative describing pool development and candidate selection strategies, and creates shortlist
- Department submits shortlist to ADAA for approval
  - ADAA reviews shortlist and notifies department of approval
- Department narrows down shortlist and extends interview invitations to candidates

Recruiting
- Department organizes visits and identifies College Reps. Arranges interviews with Dean and/or ADAA
  - Senior positions require interview with ADAA or other AD and Dean
  - Junior positions, ADAA interview is optional
  - Dossier requirements:
    - Department Candidate form
    - Curriculum Vitae
    - External Letters
    - ADAA: College Rep. evaluation
- Department approval of final candidate for position
College of Engineering - Recruit and Hire Process Cont.

**Request to Hire**
- Department prepares request to hire for Executive Committee
- Casebook Requirements:
  - Department Chair cover memo to ADAA explaining rationale for hiring
  - Curriculum vitae
  - External letters (5 min for assoc/full, 3 min for asst)
  - Brief description of external reviewers
  - Internal letters
  - Course evaluations
  - Seminar Abstract
  - College Rep(s) report(s)
- ADAA Office reviews casebook and adds to Executive Committee meeting agenda

**Approval to Hire**
- Executive Committee Approval – ADAA Office informs Department
- Department Chair negotiates salary and start up with ADAA
- ADAA seeks Provost approval for senior faculty hires
- Approval received from Provost’s Office
- ADAA Office notifies Department

**Offer Letter**
- Department submits draft offer letter and start-up grid to ADAA for approval (templates available on ADAA website)
- ADAA approval of draft offer letter and start-up grid
- Department to send offer letter to candidate with a copy to ADAA
- Department signs start-up grid and sends to ADAA for signature
- If candidate accepts, send original signed letter to ADAA, begin employment paperwork for RPM-HR
- ADAA submits Regents Communication for senior faculty; notifies department when approved
- END
College of Engineering - Recruit and Hire Process Cont.

Dossier Requirements

• **Dossier format**: 1) Number sequentially from page 1 to end page of dossier; and 2) print single-sided. All dossiers are compiled by the ADAA office into a PDF file for electronic distribution.

• **Cover letter from chair**: The letter should include: a) description of the appointment in the context of the field and the specific needs of the department; and b) substantive description of candidate's work.

• **Cover letter** from search committee (optional)

• **Candidate's curriculum vitae**

• **External Letters**: 

  **Associate Professor/Professor Rank**: Five external letters of recommendation from reviewers are required. If the request includes tenure, half of the letters must **not** come from the candidate’s list of references (if there are confidentiality issues, please contact the ADAA). These letters should be from reviewers above the rank of the candidate being considered when possible; i.e., for associate professor candidates. If the circumstances necessitate letters from out-of-rank reviewers, those should be explained. The letters should be truly evaluative. While letters from persons who have served as a candidate’s dissertation or thesis adviser or major collaborator can be especially helpful (because they can be presumed to have a good sense of both the person and the work), it is also true that their own reputations are involved in the work being evaluated. If such letters are included, they must be in addition to the minimum requirement of five. Letters from persons who may be unknown to the candidate, but who may have a clear sense of the significance of the candidate’s qualifications are of greater value. Note: Address or explain any negative comments in external letters.

  **Assistant Professor Rank**: Three external letters of recommendation from reviewers are required. These should be from reviewers above the rank of the candidate being considered. The letters should be truly evaluative. Letters from the candidate’s dissertation or thesis advisor or major collaborators are acceptable.

  **External Reviewers**: For associate and full prof. ranks only, list in alpha order with a brief description of the credentials of the reviewers and their relationship to the candidate. A short paragraph for each reviewer should indicate the reviewer’s position, fields of expertise, important contributions and standing in the discipline, appropriateness of the reviewer to provide input, as well as any close professional associations with the candidate - dissertation committee, postdoc. supervisor, co-author, etc. (Identifiable measures of stature include: Chaired Professorships, Fellows in Professional Societies, Editorships, Professional Society Offices, Academy Memberships, etc.)

• **Internal Letters**: Internal letters (1 for asst., 2-3 for assoc./full) are expected as evidence of the Department’s evaluation of the candidate. Address any negative comments in internal letters.

• **Course Evaluations**: Evidence of teaching experience and performance, including an explanation of the teaching evaluation system and where the candidate ranks in the system, are needed for the evaluation process. If the candidate is from industry and tenure is requested, please provide an in-depth justification for the prediction of teaching success in a university setting.