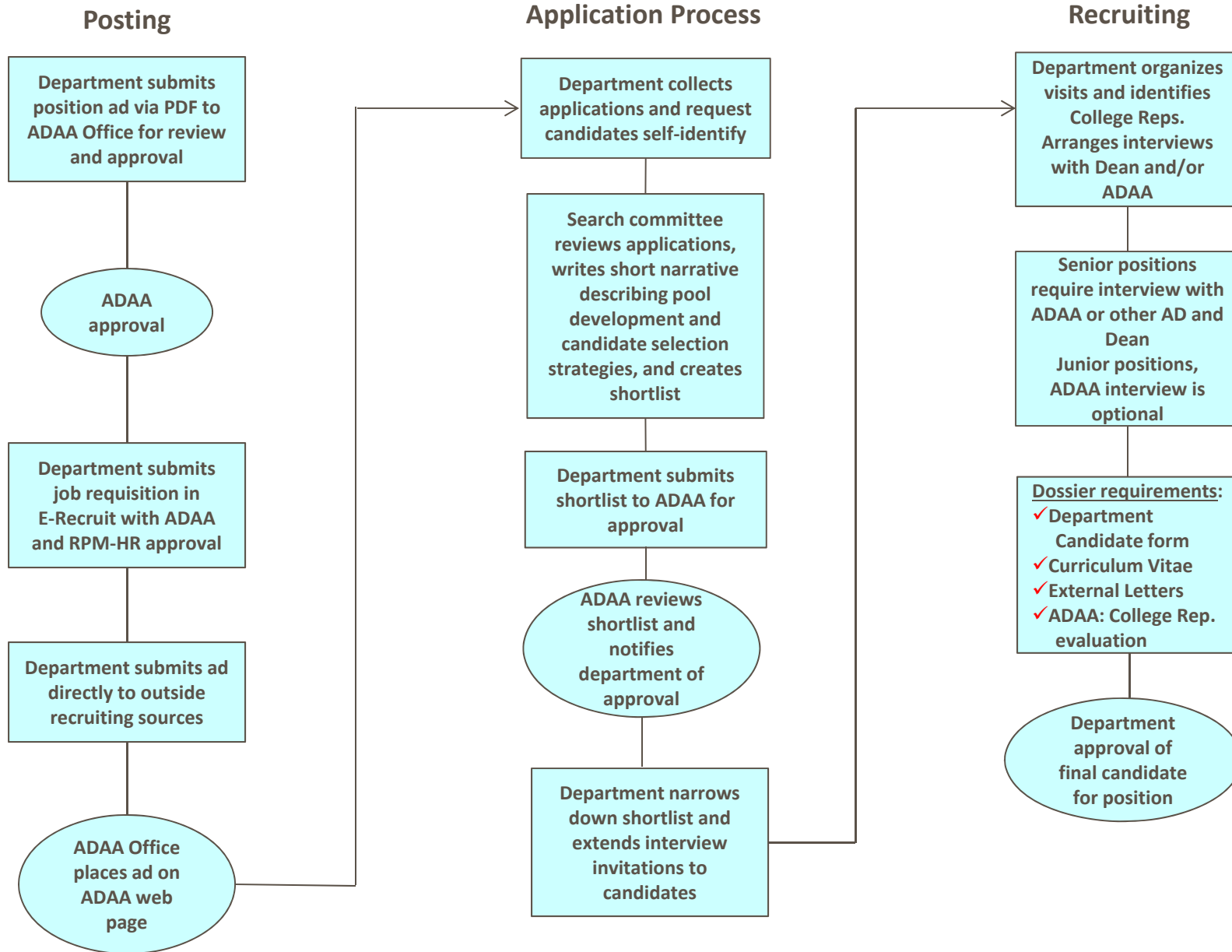
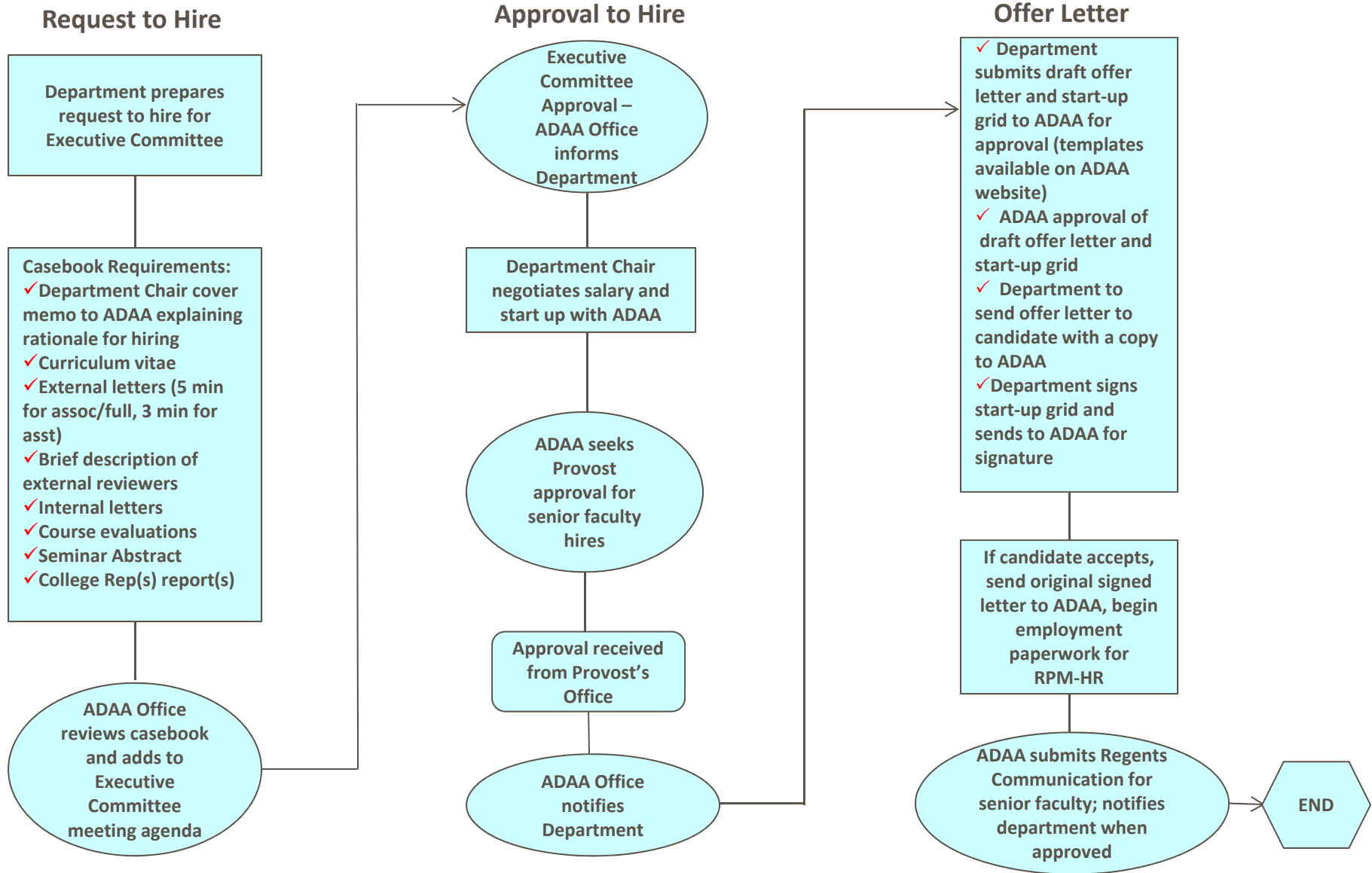


College of Engineering - Recruit and Hire Process



College of Engineering - Recruit and Hire Process Cont.



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.