

## College Faculty Recruitment: General Procedures

- Before the beginning of the fiscal year the dean sets hiring authorizations for tenure-track and any other positions (e.g. lecturer) that will be paid from general funds (10 accounts).
- Only departments with authorization may proceed with searches.
- Departments must follow search guidelines in the Academic Guide <https://www.indiana.edu/~vpfaa/academicguide/index.php/> and use eDoc Lite <http://www.indiana.edu/~vpfaa/policylocker/recruitment/E-DocLiteRecruitmentGuidelines1.pdf>
- Consult with Executive Associate Dean Jean Robinson on salary, terms of offer, letters; consult with Dawn Edwards on e-doc procedures and process
- Recruitment for Lecturers, Research Scientist/Scholars, Clinical Faculty, and Academic Specialists also need to go through the eDoc Lite process. *If* these positions will be budgeted and paid from your 10 account, Dean's office must approve in advance.
- Visiting positions do not need to go through eDoc Lite unless there is a chance they will convert to permanent positions or if they are paid through your 10 account.

## Recruitment for Tenure-Track Faculty Positions

- Once authorization for hiring has been approved, the Dean's Office will notify the chair and the Administrative Assistant and/or Fiscal Officer. At that point, the department may draft a position description with faculty input.
- VACANCY NOTICE and Ad: Obtain salary range from the EAD. Draft job description and ad; the EAD will review both, may ask for revisions. Once approved, post the vacancy and ad on eDoc Lite. After approval online by EAD, vacancy notice will be reviewed by Affirmative Action. After all vacancy approvals have been secured through eDoc Lite, then position can be advertised. Current rules call for advertising in at least one print medium. Note that department pays for advertisement, except in highly unusual situations. See <http://college.indiana.edu/faculty/budget/policies/recruitreimbursement.shtml>
- SELECTION OF SHORT LIST: Follow departmental procedures for review of applications and selection of short list to be interviewed. It is important to remember that candidates need to meet the approval of the Dean's office, as well as colleagues, and that every effort should be made to develop a diverse list of candidates, including within the short list.
- INTERVIEW APPROVALS: After department has developed a short list of candidates, send names with C.V.s in ranked order for approval by EAD. This can be done on e-doc, but include CVs! Once approved, then departmental staff should arrange interviews.
- INTERVIEW REIMBURSEMENTS: The College will pay for the first 2 interviews, and in cases where the third candidate is female or a diversity candidate, the College will usually pay for a third candidate. The Department will pay for the third or more candidates if not approved under the diversity rule. Consult with experienced department staff and the EAD on arranging travel, lodging, meals, as well as scheduling. See <http://college.indiana.edu/faculty/budget/policies/recruitreimbursement.shtml>
- INTERVIEW SCHEDULES: Dean's Office (Allie Gibbs- [allgibbs@indiana.edu](mailto:allgibbs@indiana.edu)) should be contacted to arrange an interview with one of the ADs in the Dean's Office for each candidate. Note that candidates for senior positions, chair or endowed positions always interview with the Dean and the Provost's Office.

## Making Offers

- NEGOTIATING SALARY and TERMS for tenure track and lecturer appointments must be done in consultation with the Executive Associate Dean before discussing with candidate. Chair will discuss not only salary, but any other component of the offer, including moving expenses, research account, course releases, start-ups and so on, with the EAD before making any commitment to the job candidate. Department may however determine the magnitude of start-ups, possible spousal/partner accommodations, and other issues that are likely to be present in the negotiations.
- OTR and OFFERS: The EAD will review and approve all academic appointment offers through the eDoc Lite system, but is happy to discuss by phone and email any questions about recruitment and negotiation process.
- CHAIR'S OFFER: It is the chair's responsibility to draft the departmental offer letter, but that letter must be approved by EAD before sending to candidate. The College has templates for chair offer letters that may be useful in drafting the letter and finding the correct terminology.
- DEAN'S OFFER: Note that the official offer letter comes from the Dean's Office, and always includes standard wording for benefits, research accounts, etc.
- TIME: It can take several weeks after initial verbal acceptance of offer, to get all paperwork completed and Dean's Letter to candidate. Check with Dawn in Dean's Office about timing, need for rush, and so on. Reassure candidates that letter is coming, but it takes time.
- NOTIFICATION: Department will receive confirmation when offer letter is sent, as well as any accompanying documentation, and will receive confirmation again when documents are returned and appointment is secured.
- LAST STEPS:
  - Complete Search Status eDoc Lite in spring when search is completed or confirmed as "failed."
  - Start working with Bob Patterer and Dean Robinson on office space, start-ups and other preparation for the arrival of faculty member.

## Additional Recruitment Issues

- When possible, we try to accommodate partner/spousal hires. Please discuss with candidate, after an offer has been made. If the candidate refers to spouse or partner during interview process, it is allowable to follow up. Refer to the College policy:  
<http://college.indiana.edu/faculty/policy/collegepolicies/partnerhire.shtml>
- For joint appointments, please discuss with EAD and review College policy:  
<http://college.indiana.edu/faculty/policy/collegepolicies/jointappointment.shtml>
- Senior Hires have added steps. Special rules are in effect and must be followed:
  - 6 referee letters
  - Enhanced review for tenured position by deans and faculty committee in the College
  - Review and approval by VPFAA and Provost.

Please note: Senior Hires take additional time, so process is drawn out. Counsel candidate to have patience!

Review Procedures:<https://coas3.coas.indiana.edu/recruiting/secured/orientation/index.cfm>