

COLLEGE OF ARTS & SCIENCES  
FACULTY SEARCH PROCESS  
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Attached you will find samples of the various documents required for faculty recruitment searches. Please refer to them when completing the faculty hiring steps outlined below.

**Step #1**

Prepare a **job description, justification** and **advertisement** for the Dean's review and approval. I will order and fill out the **position authorization** form and forward all of the materials to Academic Affairs for their approval and for the assignment of a posting number.

The College provides each department with up to \$1,000 total (not per search and excluding one-year term searches) to help defray advertising costs. This cannot be used for mailings or recruitment travel without prior approval of the Dean. Each department is responsible for any costs in excess of the Dean's support.

Please include the "pending budgetary approval" clause in the first sentence of your advertisement and also close your ad with the following:

Western Michigan University, a Carnegie Classification Research Extensive Institution, is an Equal Opportunity/Affirmative Action Employer and encourages applications from women, minorities and other underrepresented groups. Send letter of application, vita, statement of research and teaching philosophy, graduate transcripts, and three letters of reference to: (chair's name, title and department), 1903 W. Michigan Avenue, Western Michigan University, Kalamazoo, MI 49008- plus your four digit mail stop code. Review of applications will begin (choose the date that best works for your department) and continue until the position is filled.

You may also want to incorporate the chair's email address and/or the departmental web address in the above paragraph.

**Step #2**

You should send every applicant a copy of the updated **faculty credential summary** form (at the same time you would send them the **faculty applicant data report** form and **receipt of application** letter) and request they complete and return it immediately. In the past, many of you waited until you formed the **short list** and sent the **fcs** form only to those on that list; however, to prevent the possibility of a liability, the University is requiring the **fcs** form be sent to each applicant in the early stages of the search. This precaution should prevent the inclusion of a potential candidate with a criminal history to your **short list**.

**Step #3**

When the bulk of applications has been collected, you will need to fill out a **faculty applicant pool** form which may be turned in prior to or at the same time the **short list** form (see Step #4) is submitted, along with a **narrative of the recruitment process**. You will also need to provide me with **one copy of each applicant's vita** (required by the Office of Institutional Equity). Please note that the **faculty applicant pool** form is to be updated periodically as applications continue to filter in.

**Step #4**

Upon completion of the **reference checks**, you should provide me with the **short list** (up to 10 candidates), a **chair/faculty search committee summary**, the **faculty applicant pool** form (if you haven't previously submitted it along with the vitae for those in the pool), a **narrative of the screening process**, and **two sets** of the following for each candidate on the **short list**.

**Reference checks (minimum of two, preferably three)**

**Vita**

**Research/teaching philosophy statement**

**Letter of application**

**Letters of reference**

**Graduate transcripts**

**Faculty credential summary (Please DO NOT complete reference checks prior to receiving this signed form)**

Upon approval of the Dean, the **faculty applicant pool** and **vitae** will be hand-delivered to the Office of Institutional Equity by one of the Dean's office or departmental staff members. One set of **short list files** will be walked over to Academic Affairs by this office and the second set will be retained in the Dean's office for future reference during the interview process.

Please note that the College provides recruitment funding for up to **three interviews**. Arrangements will need to be made with the Dean for additional interviews. You will find an outline of the travel/meal/entertainment costs that are covered by the College on the CAS Policies website. Please note that the departments may supplement the recruitment expenses with discretionary funds.

**Step #5** When **approved** interviews have been conducted (several unauthorized interviews have taken place in the past) and you are ready to propose to the Dean the candidate to whom you'd like to make an offer, you need to schedule an appointment through Alicia Yeagley (7-4351) or send the Dean an email with the particulars of the offer. If the Dean approves your request, you will need to fill out a **position activity record summary (PAR)** form, which will be hand-delivered to the Office of Institutional Equity for their approval. You should list only those candidates, in priority order, to whom you would consider making an offer. I would suggest that you list as many as three names in case your first and second choices decline. This will save time along the way.

**Step #6** While you are waiting for the **PAR** form to be approved by the Office of Institutional Equity, you will need to prepare a **draft official letter of offer and a personal letter** to your first choice candidate. At this time you will need to schedule a second meeting with the Dean through Alicia Yeagley or send him a second email to discuss the terms and conditions of the offer. Please keep in mind that the official letter of offer requires both the Chair's and the Dean's signatures, and the personal letter of offer is to be initialed by the Dean as verification that he has read and agreed to the proposed terms. The terms should include reference to moving expense (up to \$1,000 with receipts), a new computer (up to \$2,500), as well as any applicable start-up costs (candidate will need to provide an outline of his/her start-up requests). And, if the formal letter is non-standard (e.g. those offering tenure and/or promotion credit or a higher rank and/or salary than what was originally authorized), approval of the Dean and the Provost will be required before sending it to the candidate. When you have obtained final authorization from the Dean (and the Provost when applicable) to make the offer, **both letters**, an **I-9 (employment eligibility requirement)** form, a **fringe benefits outline** and a copy of the **WMU/AAUP contract** provided by the Dean's office should be federal expressed to the candidate by the Department.

**Step #7** Upon receiving the candidate's acceptance of our offer, you will need to send me the following documents:

**Recommendation for appointment (P008)**  
**Signed letter of appointment**  
**Biographical sketch**

I will already have on file the candidate's **vita**, the candidate's **signed faculty credential summary** form, and the **signed PAR**. The **faculty appointment** form will be issued by Human Resources and sent to me. I will fill it out and have the seven documents hand-delivered to Academic Affairs for final processing. A faculty transaction form will be issued by Human Resources Information Systems before Fall Semester begins and sent to me. You may request either a copy of the final transaction form or the appointment form which is likely to be needed by the new faculty hire to obtain a parking permit, library privileges, etc.

**Step #8** The moving expense policy that was enforced a few years ago is on the University website. You **MUST** complete one of these forms for each faculty hire and receive approval from the Assistant Vice President for Finance (Jan VanderKley) **PRIOR** to submitting a travel expense voucher or one-time payment form to Accounts Payable for reimbursement.

The hiring process is now complete. If you have questions or need assistance, please call me at 7-4353 or email me ([marilyn.rowe@wmich.edu](mailto:marilyn.rowe@wmich.edu)).

Thank you and best wishes!