

## CAMPUS REQUIREMENTS FOR FACULTY RECRUITMENT FOR FACULTY COMING IN WITH TENURE

August 2016

As we begin another recruitment season, I would like to lay out several procedural matters related to hires for faculty who would be coming in with tenure. Decisions to grant tenure are among the most important ones made by faculty and administrators at all levels of the university. While prior receipt of tenure at a peer institution can streamline the review process, it does not replace the need for multilevel review by both faculty and administrators on our campus to ensure that all levels agree that the candidate has a strong record of effective teaching and outstanding research or creative activity.

If you have any questions about the process, please do not hesitate to contact me at [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).

**The Campus Visit.** The VPFAA office does not require that senior hires meet with someone from our office during the campus visit, but we are happy to do so if that would be useful for your recruitment. We can provide the candidate a perspective on the campus as a whole, as well as provide information on issues such as dual career resources and opportunities for leadership training. If the candidate is a member of an underrepresented minority group, we **strongly** encourage including a meeting between the candidate and Associate Vice Provost for Faculty Development and Diversity, John Nieto-Phillips, in the campus visit. To make an appointment for a candidate meeting with someone from our office, please contact [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).

**Offer Request and Expedited Tenure Review.** Once a department and/or school have decided they want to consider making an offer to a candidate, the department needs to prepare a mini-dossier for an expedited tenure review by faculty and administrators at the department (when applicable) and school levels. At a minimum, this dossier should include: 1) the candidate's CV; 2) evidence of excellence in research/creative activity, teaching, or service/engagement, 3) evidence of effectiveness in the other two areas; and 4) 6 external letters (3 of these letters can be the reference letters supplied by the candidate as part of the application; the other 3 should be solicited by the department). If the candidate has previously been awarded tenure at a peer institution, evidence documenting research, teaching and service can be brief (summary information totaling 2-3 pages), but if they have not previously been awarded tenure at a peer institution, it should be more substantial, including some documentation of teaching, research and service performance.

Once the dossier has been compiled, the relevant faculty committee(s) should review and vote. **This review and vote can only occur after all dossier materials are compiled, including the 6 external letters.** If this is a department level review, the department Chair should include in the dossier a brief (i.e. 1-2 page) memo summarizing the department faculty's and Chair's assessment of teaching and research and the faculty vote. At the school level, the faculty committee, or some subset of that committee, should likewise review the case. The Dean should briefly summarize that committee's or subcommittee's assessment of the case and indicate his/her own support for the candidate.

**Although departments and/or schools may have signaled support for the candidate after a campus visit, a formal offer cannot be made until the mini-dossier has been reviewed and received a positive vote at the school level. This process must be completed before May 1 (see below).**

The offer request edoc should then be processed for review by Affirmative Action and the VPFAA. Key components of the mini-dossier to be attached to the edoc are:

- 1) Chair's brief memo assessing research and teaching, including some information on the basis used for that assessment. The memo should also summarize the department vote (where applicable);
- 2) Dean's brief memo assessing research and teaching and summarizing the school committee or subcommittee's assessment of the case;
- 3) 6 external letters.

**May 1 Rule:** IU adheres to and abides by the Policy Guidelines of the Association of American Colleges and Universities with respect to recruitment of new faculty from other institutions. The general goal of the guidelines is to encourage recruitment by institutions early in the academic year, and to encourage faculty members considering resignation from another institution to make their decisions as early as possible to avoid disruption to academic programs. Formal offers to faculty holding tenure-line appointments at other institutions must be made by May 1, and if the faculty member resigns from their current institution, they should notify that institution by May 15. Exceptions to this rule may be granted at the discretion of the administrative head of the candidate's current institution. The IU Provost would need to write to the Dean or Provost of the candidate's current institution to request permission for an exception (see IU Policy ACA-24).

**Dual Career Recruiting:** Family-friendly policies are essential to recruiting and retaining outstanding faculty. IUB uses a decentralized model for dual career services. Each school appoints a Dual Career Network representative to handle cases arising in that school. The DCN reps are responsible for facilitating connections between the spouses or partners of new or prospective faculty members and potential employers on campus or in the community. If the partner of the lead faculty member is interested in an academic or staff position on campus, but in a different school from the lead faculty member, the DCN rep for the lead faculty member's school should contact the DCN rep(s) of the relevant school(s) to explore a possible appointment. If an agreement for a position is reached between schools, a request for financial support may be made to the VPFAA by the DCN reps of both schools. Campus funding for cross-school appointments will be provided as follows: Year 1: 75% of salary and benefits, Year 2: 50% of salary and benefits, and Year 3: 25% of salary and benefits. If an academic appointment for the partner is made within the same school as the lead faculty member's appointment, the school should plan to find funding within their own budget. However, in exceptional cases, the VPFAA will consider partial or full funding within a school, particularly if the dual hire would advance campus wide interests. Requests for within-school funding will be considered by the VPFAA on a case-by-case basis. Requests for financial support for dual career hires should be emailed to Vice Provost Eliza Pavalko [epavalko@indiana.edu](mailto:epavalko@indiana.edu) with a copy to Indermohan Virk [ivirk@indiana.edu](mailto:ivirk@indiana.edu). Please contact us as early as possible in the process so that funds may be requested. For more information, contact [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).

**Strategic Hiring:** IU has long been committed to recruiting a strong and diverse faculty and our success in doing so is a priority under the campus strategic plan. To assist schools in their efforts, the Provost continues to provide the Strategic Recruitment Fund. The fund assists in salary costs of eligible qualified candidates either as part of a formal search process or as part of a targeted or strategic hiring plan. After identifying a prospective candidate, the head of the hiring unit should notify their school Dean to

request authorization to pursue a hire that draws upon the Strategic Hiring Fund. The Dean should contact the Provost to request authorization for Strategic Hiring funds. If approved, the fund covers 75% of the base salary and fringe benefits of faculty hires belonging to underrepresented minority groups. It will cover 50% of base salary and benefits for senior women faculty hires in selected fields where women are underrepresented. Funds are transferred from the Office of the Provost to the hiring school's base budget and remain there as long as the recruited faculty member is employed at IUB. For more information, please contact [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).