

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

2020-2021

As we begin another recruitment season, this document overviews several procedural matters when hiring senior faculty 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 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.** Until further notice, there should not be any on-campus recruitment visits. The interview process should still include elements typical in faculty hires, and must be similar for all job candidates, but these interactions should be conducted virtually. 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. If the candidate is a member of an underrepresented minority group, a meeting between the candidate and the office of the Vice Provost for Diversity and Inclusion can also be extremely useful to the candidate.

**The Expedited Tenure Review Process.** 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). If they have not previously been awarded tenure at a peer institution, it should be more substantial, including 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 and informally discussed likely terms of an offer, a formal offer cannot be made until the mini-dossier has been reviewed and received a positive vote at the school level. For an August 1 start date, this process should be completed before May 1 (see below).**

### **The Offer Request or Waiver Request Edoc:**

After the school and dean have completed their review of the dossier, the offer request (or waiver request) edoc should then be submitted for review by the Office of Institutional Equity and VPFAA. Key components of the mini-dossier to be attached to the edoc are:

- 1) The CV;
- 1) The 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.

**Deadlines for August 1 start dates:** If you are hiring someone who holds a tenure-line position at another university, the AAUP expects faculty to give adequate notice to their home institution that they are leaving. For an August 1 start date, the AAUP recommends notification to their home institution by May 15. Assuming a faculty member has two weeks from offer to final decision, most offers should be made to faculty by May 1. An offer date of May 1 also allows plenty of time for placement on the agenda for the June Board of Trustees meeting for final approval of the hire.

**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 (DCN) representative who is the primary contact for coordinating 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. Indermohan Virk in OVPFAA is happy to consult with DCNs on cases. If another school is interested in hiring an accompanying partner or spouse, financial support may be available. Requests for support should be made to the VPFAA by the DCN reps of both schools. 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. Requests for financial support for dual career hires should be emailed to Vice Provost Eliza Pavalko [epavalko@iu.edu](mailto:epavalko@iu.edu) with a copy to Indermohan Virk [ivirk@indiana.edu](mailto:ivirk@indiana.edu).

**Strategic Hiring:** IU has long been committed to recruiting a strong and diverse faculty and our success in doing so continues to be a priority. To assist schools in their efforts, the Provost continues to provide the Strategic Recruitment Fund. After identifying a prospective candidate, the head of the hiring unit should discuss their interest with their school Dean. If the dean is interested in pursuing the hire, the Dean should request Strategic Hiring Funds, copying the VPFAA at [epavalko@iu.edu](mailto:epavalko@iu.edu). For more information, please contact [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu).