**Hiring of tenure-track faculty without a search (Alternative Appointment).**

The OEO coordinator of the college should oversee the process, review the ratings, and review the recommendations to hire and approve the hire.

**The process should include the following steps:**

1. Write the job description.
2. Candidate seminar before the department.
3. Candidate interview with departmental faculty.
4. Conduct phone interviews with evaluators (optional).
5. Solicit letters of recommendation and/or evaluations (3-5)
6. Upload the request and all supporting materials to the Talent Management System.

**The following documentation should be included:**

- Job description
- Current CV
- Letters of recommendation and/or evaluation (3-5)
- The results of a faculty vote to hire/not to hire.

If the recommended rank is above the Assistant Professor level, the vote of the Promotion and Tenure committee is required along with a majority and minority report.

If there is a recommendation for tenure, the vote of the Promotion and Tenure committee is required along with a majority and minority report.

- Letter of recommendation from the chair/department head.
- Letter of recommendation from the dean of the college.

**If the request is to hire the person with tenure, please forward the following to the Provost’s Office:**

- Current CV
- Memorandum from the Promotion and Tenure committee showing the vote.
- Memorandum of support from the Department Head/Chair
- Memorandum of support from the Dean