

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