DOF Hiring Checklist: Tenure-track searches

**Position Title:** **Department:**

**Step 1. Prepare for the search**

* Form search committee

**Chair of Search:**  **Inclusion Specialist:**

**Committee members**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review recommendations of CAP, DOF, President to confirm details of the approved position
* Draft Job Ad
* Identify sites to post the ad and the associated costs
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify the targeted advertising window
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Determine target dates for campus visits
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reserve time on DOF/ADOF calendars in anticipation of meeting to discuss finalists and to make the offer
* Submit Search authorization form (https://my.hamilton.edu/offices/dof/handbooks-and-forms/search-authorization)

Once approved your AOA will set up the search on Interfolio and post the ad.

**Step 2. Develop a rubric, review the pool, make first cut**

* Develop a rubric for evaluating applicants
* Submit rubric to your ADOF for approval to begin reviewing applications
* Use the rubric to evaluate applicants and identify candidates to interview over zoom (usually 8-15)
* Submit the list of zoom candidates to your ADOF for approval with a brief statement on how each meets rubric criteria.

**Step 3. Video interviews (20-30 min max)**

* Determine the structure for your video interviews (determine who will participate, make sure to allow time for candidates to ask questions and share information about the timeline of your search, etc.)
* Develop a list of prepared questions to ask each candidate (should relate to rubric categories)

**Step 4. Identify finalists and arrange campus interviews**

* Submit candidates for campus interviews to your ADOF for authorization to extend an invitation for a campus visit
* Plan the visit: Your AOA can assist in scheduling interviews, assisting with travel, lodging, etc. Candidates can be directed to Direct Travel to make plane reservations
  + Typical meetings for campus interview:
    - All faculty in department (one on one or pairs if in a large department)
    - Relevant support staff
    - Students (usually over lunch)
    - VPAA/DOF
    - ADOF
    - VPDEI
    - Occasionally a faculty member from another department (e.g., junior faculty member, international faculty, etc. to provide a different perspective on the campus)
  + Usually research and/or classroom demonstration
* Meals, dinners
  + Breakfast @ B&B? Consider including tenured/TT faculty in other departments or International faculty?
  + Lunch with students
  + Dinners: max $250 budget to accommodate up to two department members to join dinners
* Chair should be prepared to coach candidates in planning their startup needs and explain what will need to be submitted if an offer is made.
* Plan to solicit feedback from anyone who meets with candidates. (The Faculty Handbook specifies who is eligible to vote on hires.)

**Step 5. Deliberations on the offer**

* Search committee prepares an unranked summary of each candidate noting areas of strength, growth, and likelihood of success at Hamilton in meeting T&P guidelines
* Submit the summary to DOF and ADOF at least one day before meeting to discuss whether to make an offer
* At meeting discuss who will receive first offer and develop a contingency plan
* ADOF will send instructions and materials to chair to make the offer
* Chair should work directly with candidate to develop startup budget/proposal

**Step 6. Close the search**

* Once the background check is completed and the signed contract is returned, the search chair should make arrangements to notify (call) other finalists. Zoom candidates can be notified over email; other applicants can be notified with Interfolio message
* Close search on Interfolio

**Step 7. Develop an onboarding and mentoring plan for the first year**

* Attend the on-boarding and mentoring workshop in the spring
* Develop a plan for the week that your new colleague arrives in town
* Plan a department meeting early in the fall to orient your colleague to department and institutional practices
* Establish a schedule across the year for other members of the department to check in