

Process Guide for Applicant Lists

(tenure-track faculty, continuing-status track academic professionals, multi-year academic personnel, and professors of practice)

Academic Affairs Manual (ACD) policies governing sabbatical leave: [ACD505-06](#).

Note: for all stages, do not lock documents and do not use an electronic signature (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. JPEG signature is accepted.

Step 1. Request for On-campus Interviews. Send the following materials in a PDF portfolio to the office of the provost. All sections must be in PDF format.

- a. Applicant List form.** Please review to make sure that all sections are completely and accurately filled out.
 - i. The applicant list should be signed by the dean or the university librarian.
 - ii. Make sure the correct hiring plan code and job number are listed.
 - iii. Make sure the disposition codes are clear and make sense. Please avoid using the same code for all those not being interviewed. Rather, units are encouraged to customize the disposition codes in order to communicate reasons for non-interview. If a candidate did not meet one or more desired qualifications, please create additional disposition codes which spell out which desired qualifications they did not meet. For example, 2a could mean “has not published in major publications, and 2b could mean “does not have 5 years of teaching experience.”
- b. Search Plan form.** Please review to make sure that all sections are completely and accurately filled out.
 - i. If the search was approved to hire one person only, list the FTE as 1.0; if the search was approved to hire two individuals, list the FTE as 2.0, and so on.
 - ii. Remember that advertising with *Diverse Jobs* is free to the units; if *Diverse Jobs* nor any other diversity outlets are on the search plan, please note how the search attempted to create a diverse pool.
 - iii. Please include a list of the members of the search committee either on the form or on a separate page.
- c. Advertisement.** Include the long advertisement.
- d. Candidate materials.**
 - i. Always send CVs, but also consider including materials that provide evidence that the candidates meet the required qualifications; this may include cover letters, teaching statements, research statements, etc. You may need to supplement the candidates’ materials with notes from skype interviews, in order to show that all required qualifications were met.
 - ii. Be consistent with the materials you send. If you submit the cover letter for one interviewee, send cover letters for all interviewees.
 - iii. Submit the same materials for alternates as you do for people you are planning to interview.
 - iv. Don’t send research/creative materials, e.g., scientific articles which the candidate authored. Do send research and teaching statements, if you think they will help show that the candidates meet the required qualifications.
 - v. Each candidate’s materials should be in a separate section, preferably with the CV as the first document and the cover letter last.

The sections of the PDF portfolio will use the following naming convention.

01_*Applicant List* form

02_*Search Plan* form with list of search committee members

03_Long Ad

04_(Optional) Notes/Summaries about the candidates

05_01_Beverhausen, Anastasia

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05_02_DeRocks, Scott Shawn

05_03_Vandelay, Art

The more organized and complete the portfolio, the quicker it can be evaluated and approved. For the name of the PDF portfolio, use the naming convention "COLLEGE-UNIT-ApplicantList-Hiring Plan Code." Example: "CLAS-English-ApplicantList-BP1222."

Step 2. Approval. The provost office may ask for additional materials or information before approving the applicant list. Once the applicant list has been approved, the provost's office will send back a pdf which will include:

- a. *Applicant List* form with initials from the vice provost for academic personnel
- b. *Search Plan* form with list of search committee names
- c. Long ad



Additional Notes

Rolling deadlines. If you receive additional applications after the initial closing date and wish to seek approval to interview additional candidates, send another complete portfolio with applicant list, search plan, etc., to the provost's office.

Required qualifications. Be thoughtful when drafting the ad for your search. For example, if one of your required qualifications is "must have a PhD," you will not be able to interview someone without a PhD, no matter well they fit the rest of the qualifications. "must have a PhD or other terminal degree," for example, might give you the kind of flexibility you want.

Similarly, restricting the degree to a particular field will not allow you to consider promising candidates with degrees in other disciplines. So consider carefully language such as "must have terminal degree in x or related field."