

CHECKLIST FOR RECRUITMENT AND SELECTION TO FILL AN ENDOWED CHAIR **

*Before this process begins, the establishment and naming of the endowed chair must have been approved. **The search may be external or internal.***

**If the donor(s) has designated a particular internal candidate as the chair holder or a field so specific that only one internal faculty member can be considered qualified for the chair, approval of a search waiver must be requested of the Vice Provost – Academic Personnel. If the search waiver is approved, Steps 1-6 are omitted.

1. Department

_____ Department Chair develops the search plan (requires dean approval).

2. Dean

_____ After consultation with the Department Chair, forwards nominations for the selection of Recruitment Advisory Committee members and chair to the Vice Provost for approval.

3. Vice Provost

_____ Appoints Recruitment Advisory Committee members and chair, notifying Dean of action. The Vice Provost and Dean will be ex-officio members of the committee.

4. Recruitment Advisory Committee

_____ The Chair of the committee calls the first meeting, inviting Dean of the unit and the Vice Provost-Academic Personnel;

_____ Implements the search in accordance with the approved search plan;

_____ Identifies potential candidates for campus interviews;

_____ Submits names of candidates /Interim Recruitment Report to the Dean of the unit for approval.

5. Department

_____ Schedules candidates for interviews with:

- Search Committee
- Department Chair
- Dean
- Vice Provost, if appropriate
- Other interested faculty
- Donor, if appropriate

_____ Schedules seminar/colloquium and notifies wider campus community of seminar/colloquium.

_____ Chair provides the following to interviewees:

- Description and terms of the chair, including relevant policies.
- Estimates of income available to the chair.
- List of any and all responsibilities that must be fulfilled as part of the endowed chair.

- Information about duration of the appointment, performance review, and potential reappointment to the chair.

Selecting a Candidate

6. Recruitment Advisory Committee

- _____ Solicits input about the candidates visiting the campus from interviewers.
- _____ With the endorsement of the Dean, recommends to the Chancellor a candidate or a short list of candidates who are acceptable for appointment.
- _____ Submits a Final Recruitment Report to the dean for approval.

7. Department

- _____ Prepares appointment dossier consistent with [established appointment procedures](#) and review along with departmental letter and vote and submits to the dean.

8. Dean

- _____ Adds his/her comments and forwards dossier to the Vice Provost-Academic Personnel.

9. Chancellor/Vice Provost

- _____ Forwards appointment dossier to Committee on Academic Personnel (CAP) for review.
- _____ Chancellor holds the final approval authority for the appointment.
- _____ Chancellor informs the appointee in writing of the description and terms of the gift, the responsibilities of the appointee and any specific academic review process required.