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.

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