Search Fast Facts:

All searches (Tenure, Tenured Track and Lecturers) follow the guidelines set out by the office of Institutional Access and Equity. Below is the link that will take you through the process.

http://smu.edu/aao/facultyrecruitment.asp

To begin your search:

You will need to fill out Appendix B and the recruiting plan, Appendix C (attached to this email). Please send these documents to Cindy Havens. Attached are keys for Appendix B., and your recruiting plan.

If you do not know the position number, the budget account org and/or the budgeted salary line, you may leave that blank or contact Rick Fethke in the Finance office.

Your search committee must be gender and ethnically balanced (i.e. a woman and a minority – note you can have a minority woman and it will satisfy; graduate students can be used or you will need to go outside of your department)

Venues ads are published in: The Provost's office prints a cumulative ad in the Chronicle of Higher Education in October. Dedman College prints ads in diverse publications: Hispanic Outlook, Journal of Blacks in Higher Education and Women in Higher Education by publishing a cumulative ad in September. Once your ad has been approved by the Provost, then you can publish it in your trade journals.

See Appendix D of the Faculty Search Procedure Guidelines for ad makeup**. PLEASE MAKE SURE YOUR AD is final before you submit it. Once it has been approved, if you wish to make changes, it will need to be reviewed again by IAE and the Provost's Office.** All ads must have the following affirmative action language:

SMU will not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. We particularly welcome applications from minority and women scholars. SMU is also committed to the principle of nondiscrimination on the basis of sexual orientation. Hiring is contingent upon the satisfactory completion of a background check.

All applicants must be sent an APPLICANT ACKNOWLEDGEMENT LETTER (see Appendix L on the link) and include the link to the request for data that goes to IAE (this letter can be sent electronically to all applicants). This data is mandated by Federal regulations and aids in monitoring the search in terms of SMU's Strategic Plan.

Appendix N – request for interview. Please submit two copies of applicant files (one for the dean's office and one for IAE) and Appendix N, along with the search summary (examples attached) to Brooke Guelker in the Dean's office. The applicant files should include folks you wish to bring on campus as well as your short list. This is in case you wish to bring one of your

short list candidates on campus and that way you do not have to submit a new Appendix N. Please do not submit them electronically.

Lecturer, Senior Lecturer positions. Although the Dean's office does not need to approve the candidate pool for for Lecturers or interview these candidates, Appendix N **MUST** be filled out and submitted to IAE.

On-Campus Interviews:

Tenure Track positions must/should meet with the following:

Peter Moore, Senior Associate Dean and Associate Dean for Academic Affairs (MUST)
Renee McDonald, Associate Dean for Research (Should)
Dennis Cordell, Associate Dean for General Education (Should)

For Peter Moore and Renee McDonald's calendar, please contact Brooke Guelker
For Dennis Cordell's calendar, please contact Julian Guevara

Tenured Positions must/should meet with the following:

Dean William Tsutsui (MUST)
Provost Paul Ludden (MUST)
Renee McDonald, Associate Dean for Research (Should)
Dennis Cordell, Associate Dean for General Education (Should)

For Dean Tsutsui's calendar, please contact Cindy Havens
For Provost Ludden's calendar, please contact Carolyn Jeter
For Renee McDonald's calendar, please contact Brooke Guelker
For Dennis Cordell's calendar, please contact Julian Guevara

NOTE – before you make airline arrangements, please check the provost's calendar for his availability.

Appendix Q – Permission to hire (key is attached).

Please note that tenured positions must go through an abbreviated tenure process before the contract can be written. Please contact Peter Moore for assistance.

Recruiting Expenses:
The meal allowance is $200.00 per day per candidate. This amount can be combined for a large departmental on campus event depending on the number of days your candidate is in (i.e. 2 days = $400.00; 3 days = $600.00). If you choose to have one large on campus departmental event, please adjust your travel expenses accordingly. Normally, the College pays for the candidate's meals as well as the meals for TWO accompanying faculty members.

Travel arrangements: The University pays coach airfare only. Please encourage your applicants to let you (departmental assistants) make their travel arrangements or the applicant should use Colwick Travel. Hotels: Please use the preferred vendors for your hotels.