

Dedman College Search Guidelines – Tenured and Tenure-Track Faculty

Starting the search:

You should always follow the search guidelines as set forth by the Office of Institutional Access and Equity. Please use this link:

<https://www.smu.edu/IAE/FacultySearchandRecruitmentResources>

Appendix B (request to recruit), Appendix C (recruiting plan) and Ad (Word format) should be sent to Cindy Havens. Please see Appendix 1, 2 and 3 for instructions/ examples of how these documents should be filled out.

Your search committee should be balanced for gender and ethnicity. Additionally, per the Provost's request, you must have an outside the College member for tenured and tenure-track searches.

All search committee members must attend the faculty search workshops offered by the Office of Institutional Access and Equity. These workshops will focus on the SMU Model for Faculty Search and Recruitment and will emphasize how to recruit highly qualified faculty with a diversity emphasis.

All search documents must be retained by the Department/School for a minimum of three years. Please contact IAE before destroying any search records.

Search Ads:

Ads must include the following information and/or language:

Position Number

Educational Qualifications (example: Ph.D. required at the time of appointment)

Send letter of application highlighting the candidate's qualifications, complete curriculum vitae, and three letters of recommendation to: _____, Chair, Department/Division of _____, SMU, PO Box XXYY, Dallas TX, 75275 or as email attachments to xxxxxx@smu.edu. Review of applications will begin {Insert date}. To ensure full consideration for the position, the application must be received by date—**at least 30 days from date ad is posted**, but the committee will continue to accept applications until the position is filled. The committee will notify applicants of the employment decision after the position is filled.

Your ad must include the following affirmative action language:

Southern Methodist University will not discriminate in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondiscrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu.

Hiring is contingent upon the satisfactory completion of a background check.

Placing your ads:

In September of each year, Dedman College posts cumulative ads in the following publications:

Hispanic Outlook in Higher Education (www.HispanicOutlook.com)

Women in Higher Education (www.WIHE.com)

The Journal of Blacks in Higher Education (www.jbhe.com)

SMU posts a cumulative print ad in the following in October of each year:

The Chronicle of Higher Education (www.Chronicle.com)

Departments may opt to post the ad in discipline-specific venues.

If you miss the deadlines for posting in these venues, you must advertise the position in at least three national publications or newsletters (one of which must be for diversity). One ad, either in print or online, in a national professional journal is required for tenure and tenure-track positions. For online ads, the ad must be posted for at least 30 calendar days. Documentation of the placement of an ad that is online must include evidence of the start and end dates of the ad placement and the text of the ad. Examples of national professional journals include *The Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and journals published by national professional organizations, but does not include targeted journals like Women in Higher Education or The Journal of Blacks in Higher Education. International publications should also be considered. Please specify three or more sources and note whether the ad is in print or online. Examples include but are not limited to:

- o The Chronicle of Higher Education (www.Chronicle.com)
- o Diverse Issues in Higher Education (www.diverseeducation.com)
- o
- o Higher Ed Jobs Online (www.higheredjobs.com).
- o The Times Higher Education Supplement Online <http://www.thesjobs.co.uk>
- o Discipline specific national publications.

Examples of Diverse publications

The Journal of Blacks in Higher Education (www.jbhe.com)

o Women in Higher Education (www.WIHE.com)

o Hispanic Outlook in Higher Education (www.HispanicOutlook.com)

Please make sure you keep tear sheets of your ads, or invoices as you will need to submit them with Appendix Q.

Once your search is approved, please note the following:

If you are using Interfolio, please contact Cindy Havens in the Dean's office to set up your Interfolio search.

Please make sure you send the acknowledgement letter (Appendix L) to complete the data request form and be sure to include the position number in your letter. This can be sent via email. If you are using Interfolio, the search can be set up to automatically send the acknowledgment letter upon receipt of the application. See Appendix 4 for an example.

On-Campus Interview Request

Appendix N: On-Campus Recruitment Request Form and Recruitment Summary (Must be completed/approved before candidates come to campus; See Appendix 5 and 6 for examples):

With Appendix N, please submit electronically the application packets for not only the on-campus interviews, but your “short list” as well (those candidate who might be considered for an on-campus interview, if one of your original candidates declines the interview).

Additionally, departments must submit a list of individuals from outside the department the candidate may meet with.

Please submit the items requested above to Cindy Havens (chavens@smu.edu)

Candidate meetings on-campus. Please send application packets and itineraries to all persons you have scheduled interviews with.

FOR AN ASSOCIATE PROFESSOR AND/OR FULL PROFESSOR TENURED SEARCH, the candidate must meet with:

Associate Provost Douglas Reinelt - contact Judy King (jaking@smu.edu)

Dean DiPiero – contact Cindy Havens (chavens@smu.edu)

And, if your candidate will have a startup package in excess of \$85,000, Associate Vice President for Research Jim Quick – contact Karen Wray (wrayk@smu.edu).

Before you make flight reservations, **you must schedule appointments with the above-mentioned people. If you fail to do this and a second campus visit is required, the department will have to pick up the expense.**

FOR A TENURE-TRACK (Assistant Professor) SEARCH, the candidate must meet with:

Dean DiPiero – contact Cindy Havens (chavens@smu.edu)

Renee McDonald – contact Angela Davis (aadavis@smu.edu)

If Renee McDonald is not available, then have the candidate meet with:

Thomas Carr – contact Karen Jung (kkjung@smu.edu)

And, if your candidate will have a startup package in excess of \$85,000, Associate Vice President for Research Jim Quick – contact Karen Wray (wrayk@smu.edu).

Before you make flight reservations, **you must schedule appointments with the above-mentioned people. If you fail to do this and a second campus visit is required, the department will have to pick up the expense.**

Travel, Lodging and Meal Expenses while your candidate is on-campus.

For each candidate, the following total amounts for meals are approved per day. Any amounts over those listed here will be charged to the department.

Breakfast:	\$40
Lunch:	\$75
Dinner:	\$275

Please make sure to vary the people invited to meals so that candidates can spend time with a large variety of people.

For lodging, please use preferred providers for SMU rates. A list of preferred providers for hotels is found here: <https://www.campustravel.com/university/smu/> - Lodging should be no more than 190.00 per night

Ground Transportation - no more than 100,00 per day

Travelers and/or departments should book at the lowest available coach airfare. If you have an overseas candidate, check with the Dean's office (Cindy Havens) on the cost of the airfare before booking. Reservations should be made early, since the lowest fares are usually available with 21 and 14-day advance purchases and ensures the most convenient and cost effective fares. Airfares should not run over 800.00 per traveler unless you contact the dean's office first

After the interview.

Invite written responses from everyone who had any contact with the candidates. Interviewers must complete and sign an Applicant Interview Evaluation Form or its equivalent for each applicant who received an on-campus interview. Please see Appendix P. This is especially important if you have an international candidate, because the Department of Labor might ask to see these records as part of the visa/green card process.

Hiring the candidate (Normal Search Process).

Once your interviews are finished, and the department has decided on a final candidate, the department chair should meet with Dean DiPiero to discuss the selected candidate and the terms of the offer.

You must submit Appendix Q: Faculty Permission to Hire Form, copies of all department ads, CV of the candidate should be submitted to Cindy Havens (chavens@smu.edu) (Please see Appendix 7).

The Dean's office will prepare the contract, attach Dedman and SMU ads, research approvals from Dean Quick's office (if any) and submit the packet to the Associate Provost's office.

If you have a tenured candidate, please see the instructions for the abbreviated tenure file.

Hiring the Candidate (Outside the normal search process)

There are times when it might be necessary to hire a faculty member outside the normal search process. Examples are:

1. The requirements for certain positions are sufficiently specialized that they can be filled by only a limited number of scholars, all of whom are known to the professional community;
2. An opportunity arises to recruit a scholar of great eminence;
3. A department or school may have the opportunity to recruit a qualified member of an underrepresented minority group;
4. It may occasionally be necessary to offer an appointment to the spouse of a prospective faculty member;

The department chair should meet with Dean DiPiero to discuss the terms of the offer and the selected candidate.

Appendix Q: Faculty Permission to Hire Form, CV of the candidate and a variance memo indicating the special circumstances, should be submitted to Cindy Havens (chavens@smu.edu) (Please see Appendix 7 for Appendix Q and Appendix 8 for Appendix T).

The Dean's office will prepare the contract, research approvals from Dean Quick's office (if any) and submit the packet to the Associate Provost's office.

If you have a tenured candidate, please see the instructions for the abbreviated tenure file.

Tenured candidates:

Before a contract can be written, an abbreviated tenure file must be submitted to the College and Provost's office.

The following information must be submitted (electronically) to Cindy Havens (chavens@smu.edu):

- Candidate vita
- Department Chair Letter – please indicate vote of the department
- Department Faculty Letters (for an associate professor – all faculty at associate rank and above – for professor - all faculty at rank of professor)
- Three external review letters and CV's. You can ask the candidate's references to revise their letter recommending tenure
- Two years of teaching evaluations

The candidate can add a personal statement and publications if he/she chooses to, but it is not necessary.

The dossier is then sent to the appropriate Dedman College Advisory Committee and the Provost's office. Once tenure has been approved, the Appendix Q and the contract (with appropriate attachments) will be sent to the Provost's office for signature.

Appendices

Instructions for Completing Appendix B

Position Title: Assistant/Associate/Professor (If Endowed Chair, please state the name)

Position No.: Dean's Office will fill in

Status: New Position: no one has ever occupied the position before
Open Position: hiring someone in a previously occupied position
Provost Approved Position: This should apply in all searches
Tenured: Rank of Associate Professor or Professor
Tenure-track: Rank of Assistant Professor, but can also be untenured Associate Professor
Not on Tenure-track: Lecturers or Professor of Practice

Name of Incumbent: Dean's Office will fill in

Proposed Title/Rank: Self explanatory

Active Status: Full time

Budget Account No.: Dean's office will fill in

Proposed Salary Offer: What you believe the salary will need to be to hire the position

Budgeted Salary: Dean's office will fill in.

If proposed salary is higher than budgeted salary, identify source of additional funds: Dean's office will fill in, after consultation with department chair

Additional Costs: Start-up: what you believe the reasonable start-up funds will be
On-Going: summer salary, etc.

Building/Office Room Number: Please fill in, do not use TBD

Building/Lab Room Number: Please fill in, do not use TBD

Appendix B: Faculty Recruitment Request Form (2021-22)

Use as cover sheet for permission to recruit a faculty position. Please read the SMU Faculty Search and Recruitment Guidelines before filling out this form.

Position Title _____ **Position No.** _____

Department/Division _____ **Anticipated Start Date** _____

Status: ☐ New Position ☐ Open Position ☐ Provost Approved Position
(Check all that apply) ☐ Tenured ☐ Tenure Track ☐ Not on Tenure Track

Name of Incumbent: _____

Proposed Title/Rank: ☐ Professor ☐ Associate ☐ Assistant
☐ Senior Lecturer ☐ Lecturer ☐ Professor of Practice

If other, please specify _____

Active Status: ☐ Full Time ☐ Part Time Length of Term _____

Budget Acct. No. _____ **Proposed Salary Offer** _____ **Budgeted Salary** _____

If proposed salary is higher than budgeted salary, identify source of additional funds:

Additional Costs: Start-up \$ _____ On-going \$ _____

Building/Office Room Number: _____

Building/Lab Room Number: _____

ATTACH:

1. List of proposed Search Committee members (designate Chair) and indicate race and gender of each member. All search committees are expected to have a mix of members in terms of gender and ethnicity.
2. Recruitment Plan including ad (must contain items 1-3 of Appendix C). Section C-4 contains suggestions that may be useful in the search.
3. Statement signed by Dean and Chief Diversity Officer confirming search committee training and recruitment plan includes benchmarks for best practices.

AUTHORIZATION (in the following order):

School/College Financial Officer Approval _____ Date _____

Dean Approval: _____ Date _____

IAE Review: _____ Date _____

Provost Approval: _____ Date _____

Appendix C: Faculty Recruitment Plan

This is an example of what a comprehensive Recruitment Plan might look like. Plans are expected to vary from position to position and department to department. The plan must be submitted with the Faculty Recruitment Request Form and Advertisement/Position Announcement to IAE for approval (Appendices B and D).

Faculty Recruitment Plan

Fall {Insert Year}-Spring {Insert Year}

Position Title {Insert Complete Position Title}

Position No. _____

Responsibilities of Search Committee

1. Prepare and attach all advertising (long and/or short versions) for the position (see Appendix D: Advertisement/Position Announcement Template). See page 18 for required ad components. In addition, electronically send a copy of the final ad (must be in Microsoft Word format, 500 words or less) to accessequity@smu.edu. IAE will post the ad with the Texas Workforce Commission to comply with Federal regulations.
2. Indicate all publications where advertisement/position announcement will be distributed.
Be sure to include diversity publications in your selection.

The position must be advertised in at least three national publications or newsletters. One ad, either in print or online, in a national professional journal is required for tenure and tenure-track positions. For online ads, the ad must be posted for at least 30 calendar days. Documentation of the placement of an ad that is online must include evidence of the start and end dates of the ad placement and the text of the ad. Examples of national professional journals include *The Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and journals published by national professional organizations, but does not include targeted journals like *Women in Higher Education* or *The Journal of Blacks in Higher Education*. International publications should also be considered. Please specify three or more sources and note whether the ad is in print or online. Examples include but are not limited to:

- *The Chronicle of Higher Education* (www.Chronicle.com)
- *Diverse Issues in Higher Education* (www.diverseeducation.com)
- *The Journal of Blacks in Higher Education* (www.jbhe.com)
- *Women in Higher Education* (www.WIHE.com)
- *Hispanic Outlook in Higher Education* (www.HispanicOutlook.com)
- Higher Ed Jobs Online (www.higheredjobs.com)
- The Times Higher Education Supplement Online (<https://www.timeshighereducation.com/policy/employment>)
- Discipline specific national publications.

For information on advertising and rates, see page 22-23.

3. All search committee members are required to complete the CIQ Searching Intelligently training provided by the Diversity Officers.
4. As relevant, search committees should implement the following:

- Advertisement/Position announcement will be mailed to all _____ Departments in USA. **Identify these colleges and university departments by name.**
- Search Committee members will contact colleagues at other institutions and ask for potential candidates. Prepare a specific list of institutions to be contacted. A minimum of X contacts will be made.
- Potential applicants (those who are in or near the field being sought and those recommended above) will be contacted by mail and/or telephone.
- Advertisement/Position announcement will be posted at the national meeting of the _____ Society of America.
- Advertisement/Position announcement will be posted on electronic bulletin board of the _____ Society of America.
- Send Advertisement/Position announcement to subgroups of primary professional organizations that are minority and women interest specific, or to listservs of such subgroups.
- Advertisement/Position announcement will be sent to schools with female and minority concentrations in specialized and related fields:
 - Doctorate Granting Institutions with Largest Number of Minority Doctorate Recipients (Appendix H)
 - Doctorate Granting Institutions with Largest Number of Female Doctorate Recipients (Appendix H2)
 - Historically Black Colleges & Universities (Appendix I)
 - Hispanic Serving Institutions (Appendix I-2)
 - Native American Serving Institutions (Appendix I-3)
 - Female Serving Institutions (Appendix I-4)
 - International Universities
- Advertising, email, listservs, and networking with professional organizations in specialized and related fields (could include conference travel). List discipline specific listservs to be utilized if not included above.
- Advertising, email, listservs, and networking with minorities & women of specific professional organizations in specialized and related fields (could include conference travel).
- Subgroups of primary professional organizations that are minority and women specific.
- Send announcement to and/or call your department Chair equivalent at the top-rated Ph.D. producing Department/Divisions in the world, country and region. Don't neglect Latin America. If you don't know the best global Department/Divisions in your discipline, find out.
- Search committee members will make personal efforts (calling colleagues at other universities and colleges, etc.) to find and recruit candidates. You may even want to designate specific individuals who will complete certain assignments; i.e. each member of the search committee will make 5 phone calls to top programs. For example: The graduate directors of _____ University; the University of _____ and _____ College; leading institutions in the field of _____.
- Specific Greek Organizations (Appendix J) may be also contacted.

Appendix D: Advertisement/Position Announcement
ADVERTISEMENT/POSITION ANNOUNCEMENT

SMU
Rank/Title _____ (Position Number _____)

The Department/Division of _____ invites nominations and applications for an opportunity to be involved in the shaping of innovative/rapidly growing/expanding/dynamic/evolving pedagogies/programs/interdisciplinary program/curriculum/ in _____. Creative energy, intellectual strength, a broad-ranging repertoire and teaching interests are essential. We welcome candidates from all backgrounds. The candidate selected will be expected to be a significant partner in connecting the Department/Division to an increasingly diverse and globally-connected community at the university and in the Dallas/Fort Worth Metroplex. ***While an appointment at the rank of Assistant Professor tenure-track is anticipated, extraordinary candidates at all levels will be considered.**

Minimum qualifications: completed requirements for a doctoral or other terminal degree in _____ or related field by (insert date); expertise to teach courses in _____ and demonstrated potential as a teacher-scholar.

Preferred qualifications: completed Ph.D.; experience teaching graduate or undergraduate courses in _____ as well as courses in any of the following areas: (insert list, include interdisciplinary courses if appropriate); interest in making significant contributions to graduate programs; research and/or creative scholarship which has led to publication, exhibition or dissemination in refereed journals, and/or national venues; experience mentoring culturally diverse students. Position begins {Insert date}.

Application:

Send letter of application highlighting the candidate's qualifications, complete curriculum vitae, and three letters of recommendation to: _____, Chair, Department/Division of _____, SMU, PO Box XXY, Dallas TX, 75275 or as email attachments to xxxxxx@smu.edu or to [apply/interfolio/232323232](https://interfolio.smu.edu/232323232). Review of applications will begin {Insert date}. To ensure full consideration for the position, the application must be received by date—at least 30 days from date ad is posted, but the committee will continue to accept applications until the position is filled. The committee will notify applicants of the employment decision after the position is filled.

We encourage digital applications: E-mailed files should be saved to smallest size. To retain font and formatting integrity, save documents in .pdf format. Letters of recommendation may be scanned and sent as .jpg/.pdf files. Candidates may submit websites, CDs, DVDs that showcase samples of their work. All digital material/files/media must be fully functioning on both PC and Mac platforms.

Southern Methodist University will not discriminate in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondiscrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu.

Hiring is contingent upon the satisfactory completion of a background check.

Appendix L: Applicant Acknowledgement Letter

{Insert Date}

Dear _____,

Thank you for your application for the position of X in the Department/Division of Y at SMU. Your file is complete and we will begin reviewing applications on {Insert Date}.

OR

Your file will remain incomplete until we receive ZZZ.

We have received your materials and forwarded them to the search committee, which will evaluate the resumes of all candidates during {Insert Date}, when we may also attempt to interview selected “long-list” candidates at national meetings. The committee hopes to interview selected candidates during {Insert Date} and conclude the search by {Insert Date}.

If the committee needs additional information about your candidacy, I shall contact you. The committee will notify all applicants of its employment decision after the position is filled.

We ask that you please take a moment to complete our online Applicant Data Request Form accessible at <http://www.smu.edu/IAE/BrochuresandForms/FacultyApplicantDataRequest> to help us comply with Federal regulations and monitor the effectiveness of our searches. The committee will not see this information. It goes directly to our Office of Institutional Access and Equity. Please reference Position Number_____.

Once again, many thanks for your interest in Southern Methodist University. I will be happy to answer questions or provide you with further information. If you have questions, please contact me at _____. Good luck.

Cordially,

_____, Ph.D.
Chair, Search Committee

*Note: The IAE paragraph to solicit applicant data must be included in any modification. It is suggested that this letter be sent to the applicants electronically. Please do not send via Webmail – there have been some issues in the past with Webmail as it requires a log-in of an SMU ID and password from the applicant.

Instructions for Completing Appendix N

Position Title: Assistant/Associate/Professor (If Endowed Chair, please state the name)

Position No.: Please fill in

Department/Division: Name of Department

Start Date: Fall year or Spring year

Proposed Title/Rank: Self explanatory

Active Status: Full time

Length of term: How long the contract will be written for (1 year, 3 years)

Total number of Applicants: How many total applications did you receive?

Male: How many applications from males did you receive?

Female: How many applications from females did you receive?

Unknown: Number of applications that are unclear as to what gender they are

Current Faculty Composition

Of department/unit

(all full time faculty including non-tenure track positions, i.e. lecturers, professors of practice):

List gender and ethnicity of all full time tenure, tenure-track and non-tenure-track faculty members in department

Short List/Prospect

Composition: IAE will complete this section

Proposed on-campus

Interview pool: IAE will complete this section

Primary Contact

Person Name

and Phone Number: Chair or departmental assistant

Chair of Search

Committee Name

and Phone Number: Self-explanatory

Items to attach to Appendix N.

1. Summary of Search: Comments on Recruitment plan. If the proposed final pool does not reflect significant quality or diversity, the committee and the

Department/Divisional Chair should justify why the search should continue. (see attached Appendix 6 for example). The summary of the search should also provide names of all candidates on the short list/prospects and rationale of selection of each candidate.

2. Files (application letter, vitae, and letters of recommendation) of proposed finalists and candidates from the “short list/prospects.” The short list/prospects will include the proposed on-campus interview pool.

Appendix N: On-Campus Interview Request Form (2021-22)

Use as cover sheet for permission to hold on-campus public interviews for an approved faculty position.

Position Title _____ Position No. _____

Department/Division _____ Start Date _____

Proposed Title/Rank: ☐ Professor ☐ Associate ☐ Assistant ☐ Sr. Lecturer ☐ Lecturer ☐ Other
☐ Professor of Practice If other, please specify _____

Active Status: ☐ Full Time ☐ Part Time Length of Term _____

Total Number of Applicants: _____ Male _____ Female _____ Unknown _____

Current faculty composition of department/unit (all full-time faculty including non-tenure track positions):

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								

----- TO BE COMPLETED BY IAE -----

Short List/Prospect Composition

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								
Unknown								

Proposed On-Campus Interview Pool

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								
Unknown								

ATTACH:

1. Summary of Search: Comments on Recruitment plan. If the proposed final pool does not reflect significant quality or diversity, the committee and the Department/Divisional Chair should justify why the search should continue.
2. Files (application letter, vitae, and letters of recommendation) of proposed finalists and candidates from the "short list/prospects." The short list/prospects will include the proposed on-campus interview pool.
3. Provide names of all candidates on the short list/prospects. If known, include race and sex.
4. Provide a rationale of selection on each candidate included in the proposed final on-campus interview pool.

Primary Contact Person _____ Phone _____

Chair of Search Committee _____ Phone _____

AUTHORIZATION (in the following order):

IAE Review: _____ Date _____

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____

Department of _____

Dedman College

SEARCH SUMMARY FOR _____ PROFESSOR OF (Department)

Tenured/Tenure-track Position

Search Committee Members:

Karen Smith (Professor – Dedman College, white female) Chair of Search Committee

Thomas Garcia (Associate Professor – Dedman College, Hispanic male)

Daniel Thomas (Professor – Dedman College, black male)

Xan Ye (Associate Professor – Lyle School of Engineering, Asian female)

The position was posted on the following websites (please list where you have posted ads):

Hispanic Outlook in Higher Education

Chronicle of Higher Education

Journal of Blacks in Higher Education

Trade journal for department (fill in if applicable)

Dedman College website

Additionally, the job announcement was directly emailed around the country to individuals and/or department chairs at universities with strong reputations and programs in these respective areas. A total of _____ email solicitations were sent.

This solicitation yielded _____ applicants.

Applicants:

Letters of application were received from _____ females and _____ males. Each applicant received an email acknowledgment of their application that included the Applicant Data Request form link for the applicant to fill out online for the Office of Institutional Access and Equity.

Applicants contacted by telephone (3 females, 3 males):

John Smith (male)

Betsy White (female)

Tommy Jones (male)

Sarah Black (female)

Irene Payne (female)

Paul Johnson (male)

Applicants chosen for campus interviews (2 males; 1 female) and keeping the other candidates as alternatives

John Smith (male)
Betsy White (female)
Tommy Jones (male)

Selection Process:

Phone Interviews:

To arrive at the list of candidates for the phone interviews, each member of the committee read through the dossiers of material provide by the job candidates. Those files included a letter of application, letters of recommendation, cv's, transcripts, etc. Applicants' strengths were assessed in terms of their research - its scope and sophistication — and their research and professional accomplishments thus far. The committee identified the ____ (number of phone interviews) we perceived as the strongest scholars in the field of _____. This judgment was based on the committee's evaluation of the written materials they sent, what their recommenders said about the expected contribution of their dissertation to the field. We also evaluated their experience and interests as teachers. We subsequently arranged for telephone interviews with all ____ candidates to discuss their research and teaching and give them preliminary information about SMU.

On Campus Interviews:

The applicants for on campus interviews were selected by the committee in terms of the sophistication of their responses to requests about their research. The committee was especially interested in how the candidates were able to place their work in dialogue with some of the most recent and central issues of their disciplines. The three selected are doing work which engages the most important issues in their fields. Their recommenders see them as among the very most promising of their students. All of the telephone candidates discussed the kinds of courses they would like to develop for our department.

John Smith (Ph.D., UT Austin 2004) is currently an Assistant Professor at UCLA. Dr. Smith was chosen for an on campus interview based on (list 2 or three facts why he was specifically chosen)

Betsy White (Ph.D., UNT 2004) is currently an Assistant Professor at Ohio State University. Dr. White was chosen for an on campus interview based on _____ (list 2 or three facts why she was specifically chosen)

Tommy Jones (Ph.D., UTD 2005) is currently an Assistant Professor at Penn State. Dr. White was chosen for an on campus interview based on _____ (list 2 or three facts why he was specifically chosen)

Attachments:

Complete application files on short list and on campus candidates

Instructions for Completing Appendix P

Applicant's Name:	Self-Explanatory
Date:	Date of Interview
Position:	Position candidate is being interviewed for
School:	Dedman College
Department/Division:	Your department
Interviewer Name:	Self-Explanatory
Check:	Select your title
Qualifications:	Your analysis of the candidate in the various categories
Interview Summary:	Your summary of this candidate's qualifications
Overall Rating for this position:	Your rating of the candidate as application to the position

Once you have finished completing this form, return it to the Search Committee Chair.

Appendix P: Applicant Interview Evaluation Form

An easy way to get feedback from faculty and students is to add the candidate information to these and print them in different colors for different candidates.

SOUTHERN METHODIST UNIVERSITY APPLICANT INTERVIEW EVALUATION FORM

Applicant's Name _____ Date _____

Position _____ School _____ Department/Division _____

Interviewer: _____ Check: ☐ Faculty ☐ Staff ☐ Student ☐ Community Member

QUALIFICATIONS

POSITION REQUIREMENTS	STRONG	ACCEPTABLE	WEAK	NOT OBSERVED	COMMENTS
TEACHING					
CREATIVE, ACTIVITIES or SCHOLARSHIP					
COMMUNICATION SKILLS					
INTERPERSONAL SKILLS					

INTERVIEW SUMMARY:

OVERALL RATING
FOR THIS POSITION

1 STRONG	2 ACCEPTABLE	3 WEAK
---------------------------	-------------------------------	-------------------------

INSTRUCTIONS

- 1) Complete the Applicant Interview Evaluation Form and sign it.
- 2) DO NOT comment on applicant's age, race, sex, disability, national origin, religion, sexual orientation, and marital or family status.
- 3) Please submit all evaluation forms and resumes to the Search Committee Chair.

Instructions for Completing Appendix Q

Date: Current Date
Position No. Please fill in
Budget Account No.: Dean's office will fill in
Name: Name of Candidate
SMU School: Dedman College
Address: The address of the candidate that we are mailing the contract to
SMU Department: Your Department
Race/Ethnicity: Self Explanatory
Gender: Self Explanatory
Anticipated Start Date: Fall (year); Spring (year)
Status: New Position: no one has ever occupied the position before
Open Position: hiring someone in a previously occupied position
Active Status: Full time
Length of Term: Term of Contract (1 year, 3 year, etc.)
Title: Self Explanatory;
If other, please specify: if you are hiring an endowed chair, please insert the name here.

International
Candidate: If the candidate is a US citizen, permanent resident, green card holder, please check no. If they will require a visa, please check yes.

Immigration/Visa
Expenses: If the candidate will require a visa or green card, check yes, otherwise check no.

If another person
received and rejected
an offer, please list the
name, race, and gender
of the candidate,
if known: If you have not offered the position to another person and they declined, leave blank. If you offered the position to another person, please fill in the requisite information.

Attachments needed from the Department for Appendix Q:

CV of Candidate

Copies of all advertisements/position announcements that were placed by the department, i.e., you must show that you placed the actual ad by either printing the website, tear sheet or invoices.

Appendix Q: Faculty Permission to Hire Form (2021-22)

Date _____ Position No. _____ Budget Acct No. _____

Name _____ SMU School _____

Address _____ SMU Department _____

Race/Ethnicity _____ Gender _____ Anticipated Start Date _____

Status: ☐ New Position ☐ Open Position
(Check all that apply) ☐ Full Time ☐ Part Time Length of Term _____

Title: ☐ Professor ☐ Associate ☐ Assistant ☐ Sr. Lecturer ☐ Lecturer ☐ Professor of Practice
If other, please specify _____

International Candidate: ☐ Yes ☐ No Immigration/visa expenses? ☐ Yes ☐ No

If another person received and rejected an offer, please list the name, race, and gender of the candidate, if known. This information is important for record-keeping purposes.

Name: _____

Race: _____

Gender: _____

Variances: If a request for variance is made, please refer to Appendix T and attach written justification.

ATTACH:

1. Draft of Contract
2. Copy of all advertisements/position announcements from all recruitment sources.

AUTHORIZATION (in the following order):

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____

IAE Review: _____ Date _____

Appendix T: Variances from Standard Faculty Search Procedures

Departments will normally follow the procedures outlined in the SMU Model for Faculty Search and Recruitment. Yet, situations may arise in which a full search, or indeed any search at all, is not appropriate. Examples are:

1. The requirements for certain positions are sufficiently specialized that they can be filled by only a limited number of scholars, all of whom are known to the professional community;
2. An opportunity arises to recruit a scholar of great eminence;
3. A department or school wishes to enrich its curricular offerings by temporarily appointing distinguished visitors from other institutions for a semester or year;
4. A department or school may have the opportunity to recruit a qualified member of an underrepresented minority group;
5. It may occasionally be necessary to offer an appointment to the spouse of a prospective faculty member;
6. The recruitment of a professor may require appointing others because they form an established research team;
7. The receipt of a grant may be contingent upon assembling an appropriate research team in advance of its award; and
8. The outstanding achievements of some members of the research supporting staff may merit an internal promotion or reclassification to faculty status.

In addition, unforeseen circumstances that prevent a unit from conducting a full search may warrant a temporary appointment that normally does not exceed one year: Examples are:

- A. Unexpected leaves, late resignations, other terminations and deaths of faculty members may produce vacancies that must be filled on short notice;
- B. Unpredicted increases in enrollment may force a school or department to appoint additional full-time faculty at the start of a semester; and
- C. Delays in the award of grants and contracts may require that work begin shortly after the receipt of funding.

Variances from standard procedures may be acceptable in these and similar situations and must be requested in writing through the Office of the Provost. However, the circumstances that occasioned them and the procedures actually followed must be reported as a part of the approval process. The Executive Director for Institutional Access and Equity retains the right to recommend against an exception to the standard search requirement when the exception does not appear to be justified. In doubtful situations, a Dean, Chair, or other responsible officer should consult with the Provost and the Executive Director for Institutional Access and Equity before selecting the candidate and submitting the variance forms requesting permission to make the appointment without conducting a regular search. Regardless of the reason for search exceptions, the faculty of the home unit must discuss and record a formal vote on each case.