Dedman College Search Guidelines

Appendix B (request to recruit), Appendix C (recruiting plan) and Ad (word format) should be sent to Cindy Havens. These should be sent for tenure track and tenured appointments.

For Lecturer and Professor of Practice, Appendix B (request to recruit), Appendix C (recruiting plan) and Ad (word format) should be sent to Angela Davis.

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

Ads:

Ads must include the following:

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.

Ad Placement:

Lecturer/Professor of Practice Searches will follow the same guidelines as tenured and tenure track searches, WITH THE EXCEPTION THAT YOU DO NOT NEED A PRINT AD. You must post ads for these non-tenure track searches in THREE national publications, one of must be diverse.

Examples are:

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

Diverse Issues in Higher Education

Journals published by national professional organizations

Discipline specific national publications.

Hispanic Outlook in Higher Education ([www.HispanicOutlook.com](http://www.HispanicOutlook.com))

Women in Higher Education (www.WIHE.com)

The Journal of Blacks in Higher Education ([www.jbhe.com](http://www.jbhe.com))

Dedman College posts cumulative ads in the following publications in September of each year.

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](http://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)

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

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.

Appendix N: On-Campus Recruitment Request Form (Must be completed/approved before dept. is allowed to conduct interviews):

If tenured or tenure track candidate this goes to Cindy Havens

If non-tenured candidate (lecturers, professor of practice) this goes to Angela Davis

Department will submit the Appendix N, "short list" of candidates that they wish to interview on campus, and other documentation as listed on the form to the Associate Dean/Dean for *initial* review. We need two copies of each of the CV’s.  The Dean will NOT sign at this point, only review the CVs.  If the Associate Dean/Dean is satisfied with the candidates, the packet will go to OIAE and they will fill out the top section of the form and send it back to our office.  At this point, the Dean will sign and the packet is sent to the Associate Provost’s Office for approval. Depending on approver availability, this can take anywhere from same day to a week before it’s approved.

**FOR A FULL PROFESSOR TENURED SEARCH, the candidate must meet with:**

Provost Stephen Currall - contact Carolyn Jeter

Dean DiPiero – contact Cindy Havens

If they have a heavy research agenda, they should meet with Jim Quick, but that is not a deal breaker.    But before you make airplane reservations, **please, please contact Carolyn Jeter**.  We normally can play around with the Dean’s schedule, but she doesn’t have as much flexibility as I do.  **With the shift in the provost office, I don’t know if this protocol has changed, because sometimes the Provost will allow the Associate Provost to see the candidate if he is not available, so be sure and ask Carolyn if that can happen.**

**FOR AN ASSOCIATE PROFESSOR TENURED SEARCH, the following procedures are now in place**

The candidate must meet with Dean DiPiero.

If they have a heavy research agenda, they should meet with Jim Quick, but that is not a deal breaker.

Once the final candidate has been identified, the Provost will be provided with contact information from the Dean’s office, follow up with a phone call to the candidate and notify the Dean’s office of same.

**FOR A TENURE TRACK SEARCH, the candidate must meet with:**

Dean DiPiero

Renee McDonald

If they have a heavy research agenda, then they should also meet with Jim Quick, but that is not a deal breaker.

Appendix Q: Faculty Permission to Hire Form (Must be completed/approved before a contract letter goes out):

If tenured candidate or tenure track candidate this goes to Cindy Havens/Provost’s Office

If tenured candidate, an abbreviated tenure file must be submitted.  Please work with the Associate Dean for Academic Affairs (Renee McDonald) on that.   Once the tenure case is approved, please send Appendix Q with a copy of the ads the department has placed, as well as the approvals for any research start-up funds from Jim Quick’s office. The Dean’s office will prepare the contract and sends it to OIAE and the Provost’s office. Tenured faculty contracts are signed by the provost, so it may be same day or a couple of days before it is approved.

If non-tenured candidate (Lecturers and/or Professors of Practice) this will go to Angela Davis

Department will submit the form and the Associate Dean for Academic Affairs Office will generate the draft contract for non-tenured faculty that will be reviewed by the Associate Dean and Department Chair before it is released to the Associate Provost’s Office and OIAE for review and approval.  Additionally the Department should send copies of the ads they have placed as well as the approvals for any research start-up funds from Jim Quick’s office.