## SEAS Searches for Faculty with Tenure: Timing, Procedures, and Roles

<table>
<thead>
<tr>
<th>Activity</th>
<th>Acad. Year schedule deadline</th>
<th>Lead*</th>
<th>FAS Appointment and Promotion Handbook Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Area Dean writes to the Dean requesting authorization to conduct a search for a tenured faculty position or the Dean determines a search should be authorized in consultation with the Steering Committee and Executive Team</td>
<td>prior to June 1</td>
<td>Area Dean</td>
<td>Page 4.20, step 1</td>
</tr>
<tr>
<td>The review committee chair is identified and invited to serve</td>
<td>June 1</td>
<td>Dean, with relevant Area Dean via MF</td>
<td></td>
</tr>
<tr>
<td>The committee membership is considered in consultation with the committee chair, Area Deans, and relevant FAS science departments or other schools, such as HMS, as appropriate</td>
<td>June 15</td>
<td>Dean</td>
<td>Page 4.20, step 1</td>
</tr>
<tr>
<td>The Dean requests participation of prospective committee members</td>
<td>July 1</td>
<td>Dean, via MF</td>
<td></td>
</tr>
<tr>
<td>The committee's membership is confirmed in writing to the committee chair, committee members, Area Dean, Sr. Assoc. Dean</td>
<td>July 15</td>
<td>Dean, via MF</td>
<td></td>
</tr>
<tr>
<td>The Dean provides written authorization for the search, setting out the conditions of the search</td>
<td>July 31</td>
<td>Dean, via MF, prepared by DLS</td>
<td></td>
</tr>
<tr>
<td>The committee chair receives search guidelines and advice on conducting a broad and open search</td>
<td>July 31</td>
<td>DLS/EK</td>
<td></td>
</tr>
<tr>
<td>The Assistant Dean meets with the committee to provide guidelines and requirements for case report, ad hoc lists, and publications</td>
<td>ongoing</td>
<td>DLS</td>
<td></td>
</tr>
<tr>
<td>The search committee drafts an ad and develops a plan to advertise the search broadly and submits them to Assistant Dean</td>
<td>September 1</td>
<td>Committee Chair</td>
<td></td>
</tr>
<tr>
<td>The ad and plan are reviewed</td>
<td>asap</td>
<td>Dean, EK, DLS</td>
<td>Page 4.20, step 2 (except the ad and advertising plan are approved by the Dean, in consultation with DLS)</td>
</tr>
<tr>
<td>The position is advertised</td>
<td></td>
<td>Area Dean, supported by the area administrator</td>
<td></td>
</tr>
<tr>
<td>The search committee identifies a short list of candidates who are invited to SEAS to present seminars and meet with members of the community</td>
<td></td>
<td>Committee Chair</td>
<td>Page 4.20-21, step 3</td>
</tr>
<tr>
<td>The Steering Committee reviews the short list of candidates and potential comparands and evaluators</td>
<td></td>
<td>Committee Chair</td>
<td></td>
</tr>
<tr>
<td>The committee proposes a &quot;blind&quot; letter at a senior faculty meeting soliciting external evaluations of a short list of the candidates</td>
<td>October 1</td>
<td>Committee Chair</td>
<td>Page 4.21, step 5a</td>
</tr>
<tr>
<td>Once the blind letter and associated short and evaluator lists are finalized, the relevant Area Dean sends the blind letter to the external evaluators (enough to elicit at least 12 responses)</td>
<td>October 15</td>
<td>Area Dean, supported by the area administrator</td>
<td>Page 4.23, step 6</td>
</tr>
<tr>
<td>Placeholders are established on future Steering Committee and senior faculty meeting agendas for the review of the case</td>
<td>November 1</td>
<td>DLS/MF</td>
<td></td>
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</tbody>
</table>

*To be considered in conjunction with the general guidelines in the FAS Appointment and Promotion Handbook*
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date</th>
<th>Responsible Party</th>
<th>Page</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>The search committee evaluates the external responses, chooses a finalist and drafts a case statement (using the SEAS template and FAS Handbook guidelines), which discusses the strengths and weaknesses of the case and summarizes the committee’s conclusions</td>
<td>January 1</td>
<td>Committee Chair</td>
<td>Page 4.23, steps 7-8, SEAS case statement template</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>The case is reviewed by the Area Dean, the Steering Committee, and presented at a SEAS senior faculty meeting</td>
<td>February 1</td>
<td>Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>The citations chart is posted to SharePoint for committee review</td>
<td></td>
<td>Academic Appts Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>A vote on the case is scheduled for the next senior faculty meeting (to allow time for consideration)</td>
<td>February 15</td>
<td>Dean</td>
<td>Page 4.23, step 8</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>If the vote of the senior faculty is positive, the dossier is prepared</td>
<td>February 15</td>
<td>Academic Appts Manager</td>
<td>Page 4.24, step 10</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>The Dean invites senior faculty members send to the FAS dean a letter with candid views about the case (via email to E. Young)</td>
<td>asap</td>
<td>Dean</td>
<td>Page 4.23, step 9</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>The dossier is reviewed for completeness and content</td>
<td>February 22</td>
<td>DLS/EK/Dean</td>
<td>Page 4.24, step 11</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>The dossier is sent to UHall</td>
<td>March 1 (or by October 1 if prepared in the fall)</td>
<td>DLS</td>
<td>Page 4.24, step 11</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>The case is reviewed by the FAS Committee on Appointments and Promotions (the review may result in a request for additional information or to modify the case statement)</td>
<td>June 1</td>
<td>FAS Office for Faculty Affairs/Relevant Area Dean represents case</td>
<td>Page 4.25, step 12</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>An ad hoc committee is assembled and a meeting is scheduled (The President may decide to waive or modify this step)</td>
<td>June 1</td>
<td>FAS Office for Faculty Affairs in consultation with the Dean</td>
<td>Page 4.25, step 13</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>An offer is prepared</td>
<td></td>
<td>Dean along with FAS Office for Faculty Development, in consultation with SEAS senior administrator</td>
<td>Page 4.26, step 15</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Procedures and special circumstances are coordinated with FAS and the Senior Vice Provost for Faculty Affairs and Development</td>
<td>ongoing</td>
<td>Dean/EK/DLS</td>
<td></td>
<td></td>
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<tr>
<td>29</td>
<td>The progress of each search case is tracked through SEAS and FAS</td>
<td>ongoing</td>
<td>EK/DLS</td>
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</tbody>
</table>

*Academic Appointments Manager = Meg Hastings/John Kuczwara  
EK = Ed Kleifgen, Sr. Associate Dean for Faculty Affairs and Student Services  
DLS = Diane Schneeberger, Assistant Dean for Academic Affairs  
MF = Moriah Freeman, Executive Assistant to the Dean