RECRUITMENT PACKAGE CHECKLIST
TENURE TRACK SEARCH
2016/2017
Department-Discipline

PRELIMINARIES
☐ Position Description
☐ Proposed Short Advertisement for Publication(s)
☐ List of Proposed Publications
☐ List of Proposed Contacts to whom Materials Will be Sent
☐ List of Proposed Diversity Resources

SAMPLE LETTER FOR RECRUITMENT (choose those applicable to your search)
☐ General Solicitation E-mail
☐ General Inquiry Response
☐ Incomplete Application Correspondence
☐ Correspondence For Candidates Whose Packages Were Incomplete Or Who Did Not Meet Minimum Qualification

☐ Invitation To Campus For Interview
☐ Letter To Unsuccessful Finalists
☐ E-Mail To Remaining Candidates Once Position Is Filled
☐ Other (If there are e-mail messages/letters you wish to add)

SEARCH PROTOCOL
☐ Approximate Timeline For Search, including application deadline
☐ Procedure for determining when and how the second pool of candidates will be utilized, if applicable
☐ Preliminary Criteria
☐ Preliminary Ranking Form
☐ Finalists Criteria
☐ Finalists Ranking Form
☐ Questions for telephone or videoconference interviews, if applicable
☐ Number of reference letter required (3+), References contacted (contact information, 3+), Questions Reference Checking, At what point in the process will the candidate be asked for permission to contact references

☐ Contacts or other resources to be consulted
☐ Questions For Formal Interview
☐ Evaluation – Scholarly Presentation
☐ Evaluation – Classroom Presentation
☐ Tentative Itinerary For Finalists While On Campus