

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