

Recruiting and Hiring Academic Appointees at IUPUI

For all full time positions, except temporary hires of visiting faculty, a search must be conducted to elicit applications from an appropriate pool of qualified candidates. Guidelines for composition of search committees and the process of advertising and interviewing will be discussed by others in this forum.

Once a candidate is selected, and preliminary discussions indicate probable agreement, the formal offer process must begin. This process will have some minor variations based upon the type of position being filled, whether the position is tenure-eligible, and if so, if the hiring unit wants to offer the position as tenure-track, or tenured. Additional items must be considered in cases of hires into administrative roles.

All proposed hires of full time faculty to NON-VISITING academic specialist, clinical, lecturer and tenure-track/tenured appointments must be submitted to Academic Affairs for review and approval.

For all proposed hires, materials to be submitted include:

1. a draft of the formal offer letter (templates provided)
2. the candidate's CV
3. three letters of reference submitted by the candidate with their letter of application

If the candidate is to be offered tenure at the time of hire, and has held a tenured faculty position at a research institution, the following actions/materials are also required:

1. an interview must be scheduled for the candidate with Vice Chancellor Sukhatme, or if he is unavailable, with Associate Vice Chancellor Sharon Hamilton. Interviews should be scheduled to coincide with the candidate's campus visit for departmental/school interviews
2. three additional letters of reference are required, to be requested by the search committee, chair or dean, without input from the candidate

If the candidate is to be offered tenure at the time of hire, and has not previously held or been granted a tenured position at a research institution, the following actions/materials are required, in addition to items 1 & 2 above:

3. personal statements on teaching and research by the candidate (limited to two pages each)
4. evaluations of teaching (preferably summarized) from previous institutions, if available
5. all materials are to be reviewed by the primary P&T Committee, the chair (if applicable), and the dean. Votes of the committee and letters of recommendation from all parties in this process are to be forwarded with submitted materials and draft offer letter to Academic Affairs for review.

If the candidate is being hired into an administrative position, additional considerations must be addressed in the offer letter. Such individuals are usually hired into an administrative role in conjunction with a faculty position. It must be made clear in the letter how much base salary is for the faculty role and how much is for the administrative duties. Alternately, you may wish to pay an administrative supplement for all or part of the administrative duties, and if so, it should be noted that retirement benefits are not paid on any supplemental component of compensation.

It must be stated clearly that the appointment to the administrative role is at the pleasure of the relevant administrator: if a chair, then the school dean; if a dean, then the Chancellor.

Additionally, wording similar to the following should be added:

If your administrative assignment should conclude for any reason, your salary will be adjusted by removing the “administrative” portion of your salary, so that you will be compensated at the faculty base salary noted above.*** Additionally, if your full-time administrative assignment should conclude for any reason, the *Relevant Administrator* will assign you such new faculty work as is consistent with the policies of the school in effect at that time.

*** if the appointment will change from 12 to 10 month in this situation, that should also be clearly stated.

Finally, the issue of administrative review should be addressed, and for those not subject to the five year review procedure (i.e., chairs), a statement such as “Your performance as _____ will be periodically reviewed consistent with the policies and practices of the unit” should be included.

Review and approval process

All materials identified above are to be submitted to the Assistant Dean of the Faculties, in AO 126. The packet will be reviewed for completeness, and then routed to the Dean of the Faculties and to the Chancellor for review of credentials and the offer itself. If there are any missing materials, or questions, the submitting department/school will be contacted immediately. Otherwise, as soon as final approval has been granted, the Assistant Dean will email the hiring school immediately that it is ok to proceed with extending the formal offer.

It is VERY IMPORTANT for the school to notify the Assistant Dean of the Faculties immediately when the candidate either accepts or declines the formal offer. If that offer has been accepted, please provide a current mailing address and email address for the candidate, so that we can contact them new faculty information.