

FACULTY RECRUITMENT OVERVIEW

- **Department Chair** and **Dean** determine need for faculty.
- **Dean** discusses with **Provost** the need for faculty and obtains approval for a new-faculty hire.
- **Dean** verifies funding through Finance, and submits PAF to **Provost** for approval.
- **Dean** submits position announcement to **Provost** for approval.
 - *Refer to Recruitment Advertising Guidelines at <http://www.stetson.edu/administration/academicaffairs/recruitment.php> for guidelines and EOE statement.*
- **Search Chair** submits recruitment plan to **Academic Affairs**. Plan should include how advertising/recruiting will be handled:
 - Chronicle for Higher Education, discipline-specific media, etc.
 - *Refer to Recruitment Advertising Guidelines <http://www.stetson.edu/administration/academicaffairs/recruitment.php> for guidelines on print ads and EOE statement.*
 - Travel to conferences for recruiting purposes
 - Other methods
- **Search Chair** coordinates visits and interviews.
 - Consult with **Provost** on candidates to bring to campus
 - Submit eligible expenses to **Academic Affairs**.
 - *Refer to Recruitment Expenses Guidelines for information on eligible expenses: <http://www.stetson.edu/administration/academicaffairs/expenses.php>*
- **Search Chair** and **Dean** select preferred candidate in consultation with the **Provost** and forward the completed Professional Employment Recommendation form and other pertinent documents to **Academic Affairs**. The complete file should include:
 - Professional Employment Recommendation Form (download here: <http://www.stetson.edu/administration/academicaffairs/recruitment.php>), signed by the appropriate **Dean**, which includes:
 - A summary of the recruitment process
 - Recommendation to the dean by the department or unit conducting the search
 - Identification of the position to be filled
 - Annual salary for full-time; semester salary for adjuncts
 - Academic rank
 - Tenure decision date and indication of any tenure credit to be awarded for prior service. (Tenure-track faculty only)
 - Amount and source of moving expense allowance (if awarded)
 - Equipment to be provided (if applicable)
 - Start-up expenses or other grants to be made (if applicable)

- A separate statement concerning qualifications if the candidate does not possess a terminal degree or if the degree has been awarded by a non-regionally accredited institution within the United States or an institution outside the United States
 - Note: The "[Adjunct Status Request For Staff Member](#)" form must be completed before contracting with Stetson University staff
- Letter of application and current curriculum vitae.
- Letters of recommendation. Three or more letters of recommendation are required for full-time positions; two or more letters (or notes of telephone calls) are needed for adjunct positions. Only one recommendation may be from Stetson faculty. All recommendations must address teaching effectiveness in addition to the candidate's credentials.
- Official transcript from institution awarding highest degree. Copies will suffice only if original transcripts have been ordered and are received prior to the end of the semester.
- Other relevant documents.
- **Academic Affairs** processes the proffer letter for full-time faculty and letter of agreement for adjuncts, and sends a copy to **HR**. *Note: Hiring departments must provide the Office of Academic Affairs with a complete file on the candidate including the above information before a proffer letter will be processed.*
- **Academic Affairs** receives the signed copies of the proffer letter/letter of agreement and notifies the respective **Dean** and **Search Chair** as well as **HR**.
- **Dean** prepares and submits PAF for **Provost** approval.
- **Academic Affairs** enters faculty status information into Banner.
- **Department** notifies the **Registrar** of new faculty and courses they will teach'
- **Academic Affairs** processes approved relocation reimbursements and allocated start-up funding.