

# BOUVÉ COLLEGE OF HEALTH SCIENCES

## DIRECTIONS - FULL TIME FACULTY HIRE

### Search Approvals

- 1. By March 15 each School Dean/Department Chair details, in priority order, their requested faculty hires in a memo to Dean Zoloth.
- 2. By April 1, Dean Zoloth will respond to the School Deans/Department Chairs (in writing with copies to Bouvé Personnel Key Contact – Jacie Lavallee and Budget Officer – Peter Mitchell) with a specific list of approved hiring goals for the upcoming year.
- 3. An estimated search budget should be submitted to Budget Officer (Peter) for review and approval by Dean Zoloth. Budget Officer (Peter) will respond, in writing, with budget authorizations and instructions on how to access the approved funds.
- 4. Immediately after receiving authorization for a search, the Chair of each Search Committee must complete and submit an **Affirmative Action Recruitment Plan** to the Office of Affirmative Action and Diversity <http://www.aa.neu.edu/plan.doc>.

### Search Process

- 1. Search Committees should be created by School Dean or Department Chair as soon as a search is approved. Search Committees should include at least one Bouvé faculty member from outside the hiring unit. Department Chair or School Dean should provide the Search Committee with a copy of this information, Summary of Steps and Deadlines, Hiring Packet Checklist and sample forms.
- 2. Chair of Search Committee will provide Personnel Key Contact (Jacie) with a job description for each search. This will enable us to place college-wide and search-specific ads in appropriate journals early in the fall quarter or even sooner where appropriate.
- 3. Search Chairs should complete a **Recruiting and Posting Form** with an attached job description for each open position, as well as a copy of the online posting, and send all to Personnel Key Contact (Jacie). If possible posting should be done before the end of the academic year (April 30). <http://155.33.32.224/hrm/Recruiting%20and%20Posting%20Request%20UNIT.doc>
- 4. An Affirmative Action Officer should meet at least once with the committee at the start of the search process.
- 5. Every effort should be made to complete the search process by April 30. This puts us in line with the Provost's deadline for requesting startup funds for our new hires. Delays could mean that the college may be responsible for startup commitments.
- 6. Each person who inquires about a position should receive a letter of acknowledgement and be sent an Affirmative Action Survey Postcard (postcards are available from the Affirmative Action office).
- 7. Each serious candidate should be sent an information package that may include: On-line Application (give URL), Benefits Highlights, NU Housing Relocation Assistance Program Information, NU Spousal/Partner Relocation Programs, NU fact sheet, graduate/undergraduate view books as well as any program materials you want to include.
- 8. Search Committee submits “interview Approval Form”, copy of online posting, and CV of candidates to Affirmative Action prior to proceeding with interviews.

### Hiring Process

- 1. Start up must be approved in writing prior to submission of the hiring packet. Search Chair should submit a **Full-Time Faculty Hiring Commitment Form** to Personnel Key Contact (Jacie) with a recommended list of start-up equipment together with a copy of the candidate's research plan. [http://www.bouve.neu.edu/downloads/Hiring\\_Commitments\\_Form\\_02-03-06.pdf](http://www.bouve.neu.edu/downloads/Hiring_Commitments_Form_02-03-06.pdf)  
For non-tenure track faculty only the Job Offer Details Form is required. [http://155.33.32.224/hrm/Job%20Offer%20Details%20UNIT%2010\\_26.doc](http://155.33.32.224/hrm/Job%20Offer%20Details%20UNIT%2010_26.doc)
- 2. Once an offer has been approved by Dean Zoloth, Search Chair will provide the following to the Department Chair and/or School Dean: application, CV, copy of posting, Affirmative Action Offer of Employment forms (2 pages).
- 3. Department Chair and/or School Dean will forward materials received from the Search Committee Chair to Personnel Key Contact (Jacie) with the following additional information: start date, salary for two semesters, full-time faculty hiring commitment form, name of faculty mentor and any special considerations of hire (see hiring packet checklist). Allow a minimum of 3 weeks for processing.

### Tenure Consideration

If, during your search, you identify a candidate that you feel may qualify for tenure consideration upon hire, immediate steps should be taken to collect a mini-dossier that can be submitted to the Provost. This would also apply to any candidate you might find for whom we could request support from the minority hire fund. The materials you should gather would include curriculum vita/resume, sample publications, and references geared more toward tenure consideration than toward employment. Also, as soon as an offer is made, unit and college tenure and promotion committees must be informed of the pending tenure offer.

**FULL TIME FACULTY NEW HIRE  
HIRING PACKET CHECKLIST**

- Prior to submission of completed hiring packet, a copy of the candidate's start-up request together with a copy of the research plan must be submitted to Key Contact so that Provost's approval can be obtained.

**Hiring Packet to be submitted by Search Chair to Key Contact (complete packet must be submitted at least 3 weeks in advance of the start date):**

- Employment Application Form
- Resume/Curriculum Vita
- Affirmative Action Appointment Activity Record
- Affirmative Action Offer of Employment Form
- Affirmative Action Interview Approval Form
- Full-Time Faculty Hire Commitment Form OR
- Job Offer Details Form for non-tenure track faculty
- Any special conditions for offer letter – (teaching load, research support, faculty mentor)
- Salary for a 2 semester appointment for tenure-track faculty; salary for 2 semesters or one-year for clinical specialist appointment
- Intended start date (must allow for three weeks from submission of completed hiring packet to Key Contact)
- Copy of online job posting