

**Searches and Appointments
(Updated 2017-Dec-13)**

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Position Authorization:

Formal authorization from the Office of the Provost/Dean of the Faculty is required for all searches and appointments.

To request authorization to conduct a search for a faculty or course support hire, Chairs/Directors should use the following form:

- [Search Proposal Form](#)

Position Posting:

Once authorized, post the position following these steps in the search process:

- a) **Contact the Faculty Recruitment & Appointment Specialist** in the Office of the Provost & Dean of the Faculty.
- b) The following are required to initiate a search:
 - Draft text of the advertisement language (in Word format)
 - A completed Faculty Recruitment Form
 - An advertisement plan (including websites, institutional outreach, listservs, etc)
 - Institutional Considerations (*for Tenure-track searches only*)
- c) Make an appointment to **meet with the Vice President for Inclusion, Diversity & Equity**, who is available to advise on the language of the search advertisement draft, placement, and other aspects of your search, as well as locating and attracting diverse pools of candidates.
- d) **Send all materials to the Faculty Recruitment & Appointment Specialist** in the Office of the Provost & Dean of the Faculty, who will review, edit if necessary, and submit them to the Provost (for tenure-track searches) or the Associate Provost (for non-tenure-track searches), as well as the Vice President for Inclusion, Diversity & Equity, for review and final approval.
- e) Once approved, the Faculty Recruitment & Appointment Specialist will create an **online posting of the position**, place the advertisements, and notify the Chair/Director that the process has been completed. At this stage, the search has begun and candidates may view/apply to the position.

Search Process:

- a) Smith College uses **Interfolio ByCommittee**, a web-based program that streamlines the candidate application and review process, for all faculty and course support staff searches. No other web-based programs may be used for Smith searches. The Faculty Recruitment & Appointment Specialist in the Office of the Provost & Dean of the Faculty serves as the Interfolio administrator and is the point of contact for all requests from the search committee.
- b) Please review the **Search & Interview Budget Guidelines** for information on search budgets for advertising and interviews. All search related expenses and reimbursements should be given the activity code FACREC.

Requirements:

- a) Initially, the committee will narrow the pool down to a short list of semi-finalists (typically between 8-15) for **off-campus/Skype/conference call interviews**. These candidates must be reviewed and approved by the Vice President for Inclusion, Diversity, and Equity before contacting them to schedule interviews. Once the semi-finalist stage is complete and the committee has selected its finalists (normally three), the chair of the search committee must receive approval from the Provost (for tenure-track searches) or the Associate Provost (for non-tenure-track searches). These approvals must be obtained prior to contacting any candidates to invite them for interviews. To obtain approval, please email the finalist CV, cover letter, and letters of recommendation.
- b) All candidates must interview with the Provost (Tenure-track) or Associate Provost (non-tenure-track). **Contact the Scheduling Coordinator to arrange appointments**. To ensure availability, it is advisable to schedule with the appropriate Dean prior to scheduling on-campus interviews with search candidates.
- c) **Tenure-track Search REQUIREMENTS:**
 - a. The Provost must approve the **finalist itinerary** prior to on-campus interviews
 - b. All finalists must give a **public job talk**
 - c. All finalists must participate in **classroom teaching** (including evaluations by students and/or committee)
- d) Following finalist interviews, the search chair will connect with the Provost or Associate Provost for **feedback** prior to assembling a final meeting of the search committee.
- e) Following the search committee's decision, the chair will make a **recommendation** to the Provost/Associate Provost, identifying alternate candidates as well.
- f) Once approved, the **Provost/Associate Provost will make the offer to the candidate**.