



Questrom School of Management

Office of the Dean Search Committee Process Summary 2013-2014 Faculty Searches

I. Procedural Guidelines

Junior Faculty Searches

Departments are not required to schedule interviews with the Office of the Dean for candidates seeking tenure-track appointments at the rank of Assistant Professor.

An **exception** to this requirement applies to candidates who are at a stage in their academic career more than three years beyond completion of the Ph.D. degree. These candidates should be interviewed by the Dean and/or Senior Associate Dean.

Note: the Dean and/or Senior Associate Dean welcome opportunities to interview any and all candidates for whom Search Committees request interviews. While this is not required, all requests will be accommodated when deemed necessary by departmental search committee personnel.

Packets should be sent to the Senior Associate Dean for all candidate' interviewed via campus visits at least three (3) days before the offer of employment must be made to provide adequate time for the full review of materials, questions, comments or the expression of other concerns.

Senior Faculty Searches

All candidates for senior faculty appointments must be interviewed by the Dean and/or Senior Associate Dean.

The Senior Associate Dean requests receipt of candidate search packets as soon as possible, but no later than three (3) days prior to any scheduled interview.

Senior candidates are required to give a SMG Lecture to which the entire School will be invited.

Members of the Appointments, Tenure and Promotion Committee (hereafter APT) should be contacted and engaged in the process of interviewing senior faculty candidates as early as possible. Search Committees should contact the APT Chair, Professor N. Venkatraman during 2012-2013 to arrange for APT Committee participation in departmental search interviews.

What's New?

- ✓ All initial junior hires will be offered a four-year contract.
- ✓ Questrom terms of employment will be uniform across disciplines, with the exception of salary differences defined in part by what the market will bear. In cases where terms and conditions of

employment must diverge (e.g., special computer/software or other equipment needs) the differential will be paid by the department.

- ✓ Hiring of more advanced junior (post- three-year 'rookie' window) is permitted, but the tenure clock will be adjusted to compensate for time previously spent engaged in professional activities or employed in a tenure-eligible academic position. For example, a candidate who graduated in 2008 and scheduled to be hired effective July 1, 2013 will receive a five-year initial contract and will be placed on a four-year tenure clock.

II. Search Documentation - What follows is a summary of required candidate materials.

Junior Faculty Searches

A completed junior faculty candidate search packet includes:

- Curriculum vitae
- Letters of recommendation
- Candidate research and teaching statement
- Each department prepares a statement for each candidate containing the following information:
 - ✓ Why the department is interested in the candidate
 - ✓ How will the candidate contribute to research and teaching
 - ✓ Mentoring considerations

Senior Faculty Searches

A completed senior faculty candidate search packet includes:

- Curriculum vitae
- Letters of recommendation
- Candidate research and teaching statement
- Three (3) representative articles
- Each department prepares a statement for each candidate containing the following information:
 - ✓ Why the department is interested in the candidate
 - ✓ How will the candidate contribute to research and teaching
 - ✓ Mentoring considerations

III. Making the Offer

- All offers of a position in the Questrom School of Business will be made by the Senior Associate Dean on behalf of Boston University, in close consultation with Search Committee leaders.
- A completed Board of Trustees Cover Sheet should be submitted in advance to the Senior Associate Dean for all candidates who will receive an offer.

Attachments: Board of Trustees Cover Sheet
2011 Boston University Recruiting Protocols from the Office of the Provost
Copy of approved 2013-2014 position search advertisement copy for publication



Questrom School of Business
Office of the Dean

2013-2014 Search Procedural Calendar

July 1- January 15	Questrom Faculty Searches Approved early searches begin during summer 2012
September 24 and 26	Search Committee Briefings Senior Associate Dean
September 24-28	Update Advertising Materials for Approved Searches Departments approve final advertising copy including deadlines, adding flexibility by accepting applications “until the position is filled; remove pending budgetary approval language.
September 28	Faculty Openings website Department ads are posted or updated on the Questrom web site and updated copy is sent to the Office of the Provost
October 5	National Advertising Questrom School of Business Advertisement in <i>the Chronicle of Higher Education</i>
October 15	Search Deadlines First date offers can be made for searches ending on this date.
November 1, 6	First date offers can be made for searches ending on these dates.
December 1	First date offer can be made for searches ending on this date.
January 15	First date offer can be made for searches ending on this date.
October 1 - February 28	Candidate search packets, interviews, offers <u>Junior Searches:</u> Departments submit candidate search packets to Office of the Dean no later than three (3) days before the scheduled visits of all candidates who should be interviewed by the Dean or Senior Associate Dean. <u>Senior Searches:</u> Same as above; all senior faculty candidates must be seen by the Dean and Senior Associate Dean. <u>Offers:</u> are made to candidates by the Senior Associate Dean on behalf of the Questrom School of Business and in consultation with search Chairs and committees.
July 1	New Faculty Appointments Start date for newly appointed faculty