

CHECKLIST FOR RECRUITMENT AND SELECTION TO FILL AN ENDOWED CHAIR *

Before this process begins, the establishment and naming of the endowed chair must have been approved and funding is secured. The search may be external or internal.

If requesting a search waiver, submit a letter to the dean and include a CV and publication list. The dean will add recommendation and send to the Office of the Provost for review and approval. The search waiver must be approved before preparing the appointment dossier.

*If only one internal faculty member can be considered qualified for the endowed chair, *approval of a search waiver must be requested of the Vice Provost – Academic Affairs.* If the search waiver is approved, Steps 1-7 are omitted.

All academic recruitments must be conducted using Recruit.

However, currently, the search waiver request for an endowed chair is not submitted in UC Recruit.

1. Department:

_____ Department chair consults with their development officer and reviews the donor documents. Endowed chair establishment documentation should be requested from Development and Alumni Relations.

_____ Department chair develops the search plan (requires dean approval).

2. Dean:

_____ After consultation with the department chair, forwards nominations for the selection of Recruitment Advisory Committee members and RAC chair to the Vice Provost-Academic Affairs for approval.

3. Vice Provost:

_____ Approves Recruitment Advisory Committee members and RAC chair, and notifies dean of approved membership.

4. Dean:

_____ Appoints Recruitment Advisory Committee members and RAC chair.

_____ Approves Search Plan.

5. Recruitment Advisory Committee (RAC)*:

_____ The chair of the committee calls the first meeting, which can include the dean.

_____ Implements the search in accordance with the approved search plan.

_____ Identifies potential candidates for campus interviews.

_____ RAC Chair submits the [Faculty Recruitment Committee - Potential Conflict of Interest \(COI\) Disclosure Form](#) as a documentation upload in UC Recruit.

_____ Submit Shortlist Report in UC Recruit to the dean of the unit for approval. At this step the dean sends the Shortlist Report to the Vice Provost-Academic Affairs for review and recommendation prior to allowing the department to invite candidates for preliminary or campus interviews. If preliminary interviews are used, the Shortlist Report must be submitted twice.

6. Department:

_____ Candidate interviews should be scheduled with:

- Recruitment Advisory Committee
- Department Chair
- Dean
- Other interested faculty

Note: Donors may not serve on a Recruitment Advisory Committee nor meet with the candidate. However, the donor(s) may attend colloquium or seminars.

_____ Schedules seminar/colloquium with notification to the wider campus community (what does the chair holder intend to do when they hold the endowed chair.)

_____ Department Chair provides the following to interviewees:

- Description and terms of the endowed chair, including relevant policies.
- List of any and all responsibilities that must be fulfilled as part of the endowed chair.
- Information about duration of the appointment, performance review, and potential reappointment to the endowed chair.

SELECTING A CANDIDATE

7. Recruitment Advisory Committee (RAC):

_____ Solicits input from interviewers about the candidates visiting the campus.

_____ RAC will recommend to the department the candidate(s) for final consideration.

_____ Department provides their recommendation to the RAC.

_____ Together with the recommendation from the department, the RAC recommends to the dean the final candidate(s).

_____ RAC submits a Search Report to the dean for approval.

8. Dean

_____ Approve Search Report.

Follow the Endowed Chair Appointment Checklist