

# CAAH Process for TT Faculty Hiring



## STEP 1: POSITION REQUEST AND DEAN'S APPROVAL

- Submit the Request for Tenure Track Position form along with its accompanying narrative and tenure track faculty roster to be reviewed by the Dean and the Associate Deans. Recommended positions will be forwarded to the Provost for approval
- Requests can be made at any time, but there will be an annual call from the Dean for strategic hiring plans
- Upon receiving Provost approval the Dean will provide written notification to units who have received approval for tenure track hires

*Units requesting multiple positions must submit a separate TT-VAP request form for each position, with a separate narrative, and indicate each position's priority in the hiring plan*

## STEP 2: THE SEARCH COMMITTEE

- Units must form a separate search committee for each authorized position and submit the names of faculty serving on the committee to the Dean for approval. Each committee must designate a separate chair and diversity advocate
- Committee members should review the University's Search Committee Guide
- Search Committee should draft a job advertisement and formulate a recruitment plan and timeline for the Dean's review and approval before submission to HR for publication in Tiger Talent. Step-by-step instructions may be found at Tiger Talent Request to Recruit

*Department chairs and program directors may not serve as chair of the search committee*

## STEP 3: REVIEWING THE APPLICANTS

- The search committee will review the applicants and select the first-round finalists (normally 10-15). These candidates will normally be interviewed virtually, but in some cases in-person interviews will be permitted
- All search committee members must be present at each interview, and each candidate is normally presented with the same slate of questions
- In order to initiate campus visits, the committee must present the Dean with a list of (normally) three finalists. Submit each candidate's CV and cover letter, for the Dean's review and approval. Each finalist will meet for 30 minutes with the Dean or an Associate Dean. The appointment with the Dean's Office must be secured before the candidate's itinerary is booked

## STEP 4: SELECTING A CANDIDATE

### Recommending A Candidate

- At the conclusion of the search, the search committee will submit a list of the finalists to the department chair, designating each as "acceptable" or "unacceptable." The candidates designated "acceptable" should be ranked in order of their suitability
- The department chair will submit a letter of request to hire to the Dean. This letter must include:
  - Details of the faculty process of ranking candidates and their vote
  - Justification of the candidate's selection
  - Summary of the offer requested
- Attached to the letter should be:
  - The selected candidate's CV
  - At least three letters of recommendation
- The Dean must approve the department's recommended candidate and will request permission to hire from the Office of the Provost

### Informing the Candidate

Upon preliminary approval from the Dean, the department chair may inform the candidate that their name has been put forward. They may not, however, discuss any details of the requested offer

### The Formal Offer

Upon Provost approval, the Dean will inform the department chair and prepare a formal written offer from Clemson University to be sent to the candidate via express mail.

The chair may informally contact the candidate to discuss the offer and negotiate where necessary, but it must be clearly stated that any proposed changes to the initial offer must be approved by the Dean and the Provost

Candidates are normally given no more than 14 calendar days to accept or decline the offer