

CAS Search Process for Temporary Faculty

Temporary faculty appointments are normally one academic year in length. In some cases, these temporary faculty positions can be renewed for a second year. In extreme cases, a renewal for a third year is possible, but only with Associate Dean and Dean approval. These temporary faculty are subject to the same rules/regulations that are applicable to Tenured/Tenure Track, and Continuing, Non-Tenure Track faculty, with respect to department membership and minimum pay scales as outlined in the faculty CBA.

1. The temporary faculty position planning process begins in late fall and early winter in the academic year prior to the year in which the selected candidate will start. Requests for new temporary faculty positions are submitted to the appropriate Associate Dean by the Department Chair. Approval and authorization for recruitment is issued by the Dean.
2. Once the temporary faculty position plan is approved by the Dean, the department is notified that recruitment may begin. A Faculty/Professional Position Request form (F/P) is originated by the department, with the top portion completed, and sent to the Dean's office so that appropriate signatures may be obtained from the Dean. [1] The F/P will be returned to the department once approved by the Dean.
3. The Chair appoints a search committee chair, followed by identification of the search committee membership and establishes the recruitment procedures. Since these are temporary faculty positions, appointments can be made without an officially approved search committee. *If a candidate is immediately available who meets all the position requirements, then please inform the appropriate Associate Dean and College Executive Officer. They will work the approval process (HR and Affirmative Action) to get a temporary candidate approved for hire. .*
4. A Recruitment Summary Form (RSF) is completed and forwarded to the Dean's Office for review/approval (a copy of the original FP must be attached for reference purposes). Included with the RSF is the position announcement (ad) drafted by the search committee chair, assisted by the committee membership, and approved by the department faculty. *Only a minimal search budget is provided by the Dean. This expenditure will cover the local ad costs and the cost associated with getting the ad into on-line sources. Further, there is no moving cost provided for temporary positions (e.g., \$1,000 for permanent faculty hires) and the College will not provide faculty computer support for these temporary hires.*
5. If an open search is appropriate, then the RSF and ad will be forwarded to Affirmative Action (AA) for processing and approval. Affirmative Action (AA) will approve the job description, position announcement, and committee membership. The RSF is then returned to the originating department after approval and signature.
6. An announcement of the open temporary position is posted in print and on-line sources, in accordance with the search committee's recommendations.
7. The search committee meets, reviews applications, and develops a short list of candidates.
8. The list is presented to the department chair. The appropriate section of the RSF (finalist pool) is completed and then sent to the appropriate Associate Dean for review, along with the curriculum vitae (CV) of the finalists and a copy of the originating F/P. DO NOT sign the bottom section of the form at this point in the process. Also, DO NOT fill in the data for the finalist pool concerning Race, Gender, or Int/Ext designations. HR will fill this information from the applicant information forms they have on file. If requested, the department chair (or search committee chair if so designated) may meet with the associate dean to discuss the short list. After review, the Dean's office will forward the packet to Affirmative Action (AA) for approval of this short list.

9. Affirmative Action reviews and approves the final pool of candidates and returns the RSF to the appropriate Department. Afterwards, the committee interviews these finalists and makes a selection of the recommended candidate.
10. The RSF is completed with the recommended candidate and signed by the search chair and department chair. It is then sent to the Dean's office for approval (attach copy of originating F/P). Once the Dean has signed the RSF it will be forwarded to Affirmative Action (AA) for approval. After signature, the RSF is returned to the department.
11. Simultaneously, the Department Chair forwards the draft offer letter via email (see http://www.art-sci.udel.edu/administrative/handbook/new_hires.html for the temporary faculty template) to the appropriate Associate Dean (using MSWord format). The Associate Dean will review contents and then secure the Dean's approval on the offer. Any recommended changes or amendments will have the Chair's concurrence prior to finalizing the offer letter. [2]
12. Once the offer letter is approved, the A&S Administrative Coordinator will ensure it is prepared and printed in final format on the Dean's letterhead (College of Arts & Sciences). The Dean will sign the offer letter and the Dean's office will return the signed letter to the Department Chair for his/her signature.
13. The Department is responsible for sending the offer letter to the candidate, along with the appropriate attachments (department workload documents, welcome packet, etc.).
14. Once the candidate signs and returns the offer letter to the Department Chair, it is imperative that a copy be provided to the Dean's office (ATTN: Executive Officer), who will ensure that copies are provided to the appropriate Associate Dean, that distribution is made to Human Resources and that the A&S database is properly updated.
15. The final section of the F/P is then completed and forwarded to the Dean's Office for final approval and processing prior to new faculty hire arriving on campus.

[1] In the past, the President needed to approve F/Ps and Personnel Requisitions for ALL new positions except for 500 lines (which are only on 1-book and 2 book accounts) and post-docs. That is, his approval was required for every new position on allocated (1-5, 1-6, 1-7) and restricted (endowment income, appropriations, C&G, gift) funds. This has been changed. The President's approval continues to be required for: - all new positions on 1-book and 2-book (except 500 lines and post-docs) - all new positions on allocated funds - SOME new positions on restricted, but NOT all. Those on external contracts and grants will not require the appropriation. The provost's office will continue to route those F/Ps and personnel reqs to the President, which require his signature.

[2] Note: It is a requirement that all appointment letters for externally funded positions explicitly stipulate: "This position is supported by external funds. Continuation of this position is contingent upon performance and continued availability of external funds. Notice of non-renewal is not required."