

Approval procedure for tenure/tenure-track offers in CMPS

- Approval for a search.
 - All professorial searches must be approved by the Dean. An email request to the Dean, copied to the Associate Dean, must include a **Resource Plan for Proposed Professorial Searches**. The Dean will respond by email, and include any resource commitment. While it may be possible to obtain additional resources at the time of recruitment this should not be counted on.
 - After the Dean approves the search, submit a completed Search & Selection Plan form, including a copy of the proposed advertisement, the names of the search committee members and its chair, to the Associate Dean. Eventually, the President's Office will send the official paperwork with search number to the search committee chair.

- Approval of a recruitment. The Dean's emailed approval both of the candidate, and of the proposed terms of the offer (including any commitment of resources from the Dean or main administration) must be received before the candidate is informed of the intention to recruit and recruitment discussions begin. Note: The process does not preclude informal discussions at any stage with the Dean.
 - To obtain approval of a candidate:
 - at the Assistant Professor level, supply an abridged dossier as outlined in "Chairs Handbook\ Appointments, Promotion and Tenure\ Faculty Search Protocol";
 - for Associate or Full Professor appointments follow the normal APT process. Note: Tenure candidates must have a personal interview with the Dean.
 - To obtain approval of the terms of an offer, email the Dean and Associate Dean with the information below (necessary for discussions with the main administration). Approval will be by reply email, possibly with some modification. To request modifications during negotiations with the candidate return the approved email with the requested changes – approval will again be via email.
 - Name and proposed rank of candidate
 - Subfield of research
 - PhD date and school
 - Current position
 - Proposed salary and funding source(s)
 - Proposed startup and funding source(s), with amounts specified by fiscal year
 - Proposed start date.

- Approval of a formal offer. To obtain approval for a formal offer submit a draft offer letter and contract to the Associate Dean. Ensuing discussion with the Associate Dean may result in changes which again require email approval.

- **Note:** For a tenured position, no offer can be extended until the College APT has approved the appointment and the Dean has transmitted the dossier to campus. (The offer must state its contingency on presidential approval.)
- After dispensation of all cases in a search, the committee chair submits the completed search paperwork to the Associate Dean.