

## CHECKLIST FOR TENURE TRACK SEARCHES

A tenure track search is an important process subject to state and federal guidelines, as well as College policy. Please use the following checklist to help you navigate the major steps in this process. **Also note that hiring guidelines and relevant documents are available on the Human Resources (HR) website (<http://www.wellesley.edu/HR/HiringResources/faculty.html>)** Check with HR or your department dean if you have questions or concerns about this process.

*Once you have received authorization for the search from the deans and president:*

- Obtain a copy of the Faculty Search Plan (see pages 10-14 of the hiring guidelines document).
- Compose the search committee and select a diversity liaison (DL).
- Complete Search Plan Part and submit to your department dean and Carolyn Slaboden, Associate Director HR, x2216 ([cslabode@wellesley.edu](mailto:cslabode@wellesley.edu)).
- HR will place your approved ads in the venues that you have identified.

*When applications begin to arrive:*

- Submit search plan Part II to HR, after ad closing date.
- Select short list and propose candidates for campus interviews. Meet with your department dean to secure authorization for on-campus interviews.
- Schedule interviews between candidates and your department dean by contacting the Assistant to Deans of the College, x3583 ([email: Dean College](mailto:DeanCollege)).
- Department will handle all payments and reimbursements related to search. Contact Mary Pat Navins, Assistant Dean of the College, x3228 ([mnavins@wellesley.edu](mailto:mnavins@wellesley.edu)) for budget information.

*When the department has voted and wishes to make an offer to a candidate:*

- Contact the department dean for approval to offer the position and to discuss any special terms associated with the appointment (e.g. salary step, length of initial contract, previous experience, start-up costs).  
**Departments are not authorized to make verbal offers without approval of the department dean.**
- Submit search plan Part III to HR.

*When a candidate has accepted the offer:*

- Notify the department dean.
- Submit a green form and c.v. to Elizabeth Lieberman, Assistant Dean of the College, x3587 ([elieberm@wellesley.edu](mailto:elieberm@wellesley.edu)) to initiate the formal appointment process.
- DL meets with MRHR to debrief about the process.