Weinberg Faculty Searches – Administrator Tips

The hiring plan
The Dean’s Office works with the department to establish hiring priorities. The Provost must approve the College’s plan. In the summer, the chair of the department receives a hiring authorization letter from the Dean detailing what searches can be run. It also specifies the budget for campus visits by candidates. *Department must identify space for any new colleague and open a discussion with Joel Trammell.*

Advertising: procedures
1. Typically you advertise after receiving authorization, but when a field has early advertising deadlines, we can sometimes authorize an ad with provisional language, such as “pending final approval.” Please be in touch with Marie Jones.

2. Find out deadlines and costs of your department’s planned ad(s) well ahead of time.

3. The Dean's Office pays for ads it approves up to a stated amount. This is separate from the campus visit budget we give you. Generally the Dean’s Office will pay for only one appearance in any given publication and cannot pay for ads in several expensive journals. The department has the option of paying for additional ads from discretionary resources.

3. After receiving the approval, Ben Polancich will transfer allocated ad funds into your departmental account. These funds will be transferred after the start of FY13.

4. When invoices are received be sure to verify accuracy of billed amount.

The Search
1. Joint Searches. If your department is searching jointly with another department/program, work out a division of labor from the start and set up a mechanism so that all chairpersons, directors, and search committee chairs remain informed. Budget may be administered from the Dean’s Office.

2. WCAS Faculty Search System. We have worked with McCormick to create an on-line submission process, so that all materials are sent in via a secure website. They are then read on-line by the search committee. Once you have obtained approval on the pre-search form, you will fill out the pre-search configurable options form. See [Guide to Managing WCAS Faculty Search System](#) for detailed instructions.

Arranging for campus visits
1. It is generally too late to discuss diversity concerns after the department has settled on a final candidate. Accordingly, before finalists are invited for campus visits, your recommendations
must reviewed and approved by Associate Dean Kelly Mayo (in the lab sciences), by Edward Gibson (other tenure-line candidates), or Monica Russel y Rodriguez (teaching track faculty). You may communicate via the web-based faculty recruitment system by scoring the finalists as top applicants. In this way, the Dean’s Office will stay informed about the progress of the search and will be in a position to comment, if necessary, on the direction or scope of the search in terms of diversity in the candidate pool.

2. The dean’s office offers the opportunity for candidates to learn about College culture, processes and policy in a non-evaluative interview. This informational meeting conveys the College’s investment in recruiting the very best faculty, while giving candidates the chance to learn more about the College.

3. It is important that I meet with each candidate for a tenured position during the campus visit. Please be in touch with Courtney Essenpreis (1-3276), before deciding on the dates for the candidate’s visit so that an appropriate time for that meeting can be reserved on the calendar.

4. Candidates for junior tenure-line positions should meet with Edward Gibson or Kelly Mayo. Candidates for positions on the teaching track faculty should meet with Monica Russel y Rodriguez. Beth Julia (1-3946) can be reached to make scheduling arrangements.

5. The department receives the recruiting budget stated in the letter to cover the campus visits. Within that overall budget, the expense caps listed below still apply. Budgets are set on the assumption that each search will bring only three or four candidates to campus and that departments will follow standard measures to keep costs under control. Ben will transfer allocated faculty recruitment funds to departmental Faculty Recruiting accounts at the beginning of the fiscal year.

6. Send the candidate information ahead of time about what to expect: schedule, info about hotel and directions to campus, departmental phone number and someone's home number for emergencies (ask a faculty member to do this), information about coming in from the airport, and what they will need to present for reimbursement. All travel and expense reimbursement rules can be found on the Financial Operations website.

7. Give candidate info ahead of time about the way to get in from airport. North Shore Cab has an 800 number the candidate can use at O’Hare. The College will not pay for limousines or limousine-like services.

8. When making hotel arrangements, tell the hotel what NU will and won’t pay for (no minibar, pay-per-view, laundry, long distance calls…)

9. Entertainment (e.g. the cost of joint meals/receptions) may be drawn from the recruitment funds, but must remain within the limits specified in the WCAS and NU entertainment policies: Excerpts from NU Entertainment & Courtesy Policies. Amounts over this come from departmental discretionary funds. The expectation is that three faculty members will take the candidate to dinner. It MAY be cheaper (as well as friendlier) for a faculty member to host a dinner at home, but only if chairs, tables, and china do not need to be rented. Please remind chair of the cost limits and ask him/her to instruct search committee.
10. Make info available about Northwestern. Faculty info packs can be obtained from Tammy Rosner (1-2209), and benefits information from the HR website.

11. The job talk/seminar should be well-advertised in the department so that essential department members are in attendance. Involvement of grad students and possibly undergrad majors is also encouraged.

12. Put on best face. Make sure candidate is accompanied from place to place, and that you have **scheduled transit time** if the candidate is meeting around campus. The seminar should be held in a pleasant room. Make sure necessary equipment (computer, etc) is present and functioning. Give the candidate at least ½ hour prep time.

**The offer**

1. When ready to make an offer, submit the **affirmative action summary form** along with candidate's materials (dept letter, cv, letters of recommendation) directly to Fran Petty. *Make sure to indicate the Job Opening ID number at the top right-hand corner of the affirmative action form.* Approval of junior candidates takes a minimum of three to four days for tenure-track positions/Allow eight weeks for *ad hoc* review of tenured candidates. More below. Please also submit vita and letters for highest rated female and minority candidates.

2. For candidates who are recommended for a tenured appointment, a more elaborate dossier is needed. See the list of materials in chapter 3 of the Chair’s Handbook.

3. Only the Dean can make an offer. Departments do not write offer letters nor make binding commitments nor change the terms of the offer. Departments should not promise an offer by a certain date.

4. **May 1** deadline for offers to people already teaching at a US institution. We can request waiver, but it is best to aim to have searches finished by this date.

5. Talk with Joel Trammell about space needs and equipment set-up.

**Continuing contact with the candidate**

*Caution: Cannot ask directly about family status, though you can create opportunities for candidate to bring up concerns.*

1. Look for opportunities to arrange personal meetings about things like childcare, schools with others in the department/College who are in the same situation. The Dean's Office can help with information and there is helpful information on the University’s relocation website: [www.northwestern.edu/hr/benefits/childcare/relocation](http://www.northwestern.edu/hr/benefits/childcare/relocation).

2. Be alert to spousal issues. If spouse will be looking for a job here, it is useful to get vita before an offer is made. Please alert Marie.

3. Generally the department pays from its funds for a second visit (often a house-hunting visit) before or after the offer is accepted.

**Records of the search**
4. If you hire someone who is not a US citizen or permanent resident you will need to produce comparison with top US candidates. (Vitas, letters of reference, materials documenting how you conducted the search such as copies of actual ads, records of who was interviewed at conferences, etc.)

5. Tell new faculty to begin working on their visa as soon as they have accepted the offer. Except in the science and math departments, the candidates should be in touch with Amy Richard. In the sciences and math, candidates should call or email the department administrator and identify themselves as new tenure-line faculty members. New tenure-line faculty who are not citizens or permanent residents MUST get started on their applications for permanent residency soon after they arrive on campus. The government has strict deadlines.

6. Please note the Dean’s Office processes visas for the following ranks of teaching faculty in the Humanities and Social Sciences: Tenure line faculty, Continuing Lecturer faculty, Visiting Lecturers, Assistant, Associate and Full Professors, Mellon Postdoc appointed by the Dean’s Office and short-term non-tenured faculty (ie; adjunct lecturers) who are being paid to teach and who are not handled by IPR or BCICS.

*If you are in a Humanities or Social Sciences department/program please contact Courtney Essenpreis if you have questions. Phone: (847) 491-3276  Email: wcas-visa@northwestern.edu

7. Return major publications to candidates, failed and successful.

What to do before the new faculty member arrives

1. Visa issues – immediate action needed by candidate and department. The time it takes the government to approve visas is growing longer and it is expensive to ask for expedited service. The department will be billed for the fees that are paid to the International Office and the US government.

2. Ben handles moving for the College. Please refer candidates to him for information about moving. The University receives favorable rates from moving firms that we work with on a regular basis. Please advise faculty not to hire their own movers because the cost will be higher and they may not receive full reimbursement.

3. Benefits sign up – there is a one-month window for sign-up beginning with the official start date. That start date might be before the candidate arrives on campus. If they fail to apply for health insurance and other benefits during this window, then they must wait until open enrollment. Sign-up is online through FASIS SELF-SERVICE. If you have questions, please contact Amy Richard or one of the following HR benefit counselors:

   Ruthann Cameron (A-L): r-cameron@northwestern.edu, 1-7513
   Sherry Shambee (M-Z): s-shambee@northwestern.edu, 1-7513

4. Payroll papers – Courtney Essenpreis will contact all new hires and submit their paperwork to Payroll. Once this information is entered, a netID will be generated.
5. Office – the department works with Joel Trammell about any needed changes to the new colleague’s office or if the faculty member needs any special physical accommodations. University funds may not be used to buy furniture for a home office.

6. Candidates and department staff must work with Weinberg IT regarding any computer purchase. A guide for purchasing a computer is available on the Weinberg IT website: http://www.weinberg.northwestern.edu/weinbergit/

7. Net ID can be issued up to 90 days before actual start date. If ID is required before that to run grant applications through NU, adjunct status may be possible. Contact Marie Jones regarding the possibility of adjunct status.