

BSD GUIDELINES FOR THE ADMINISTRATION OF CENTRAL SEARCHES*

Ordinarily, the academic department where the faculty member will hold his or her primary appointment administers faculty searches. From time to time, however, the departmental home is either not known in advance or the faculty member will Chair the academic department where s/he will hold his or her primary appointment. Typically, the departmental home is not known in advance for 1) BSD strategic faculty recruitments or for 2) UCMC physician executives with faculty appointments. In these circumstances, certain elements of the faculty search are centrally administered before handoff to the departmental home.

All faculty searches are subject to the [University of Chicago's search policy](#) and to the [financial, administrative](#), and [academic](#) policies of the University and the [BSD](#) currently in force. Failure to adhere to these policies by individual faculty members, the Search Committee, and its delegates (e.g., administrators and search firms) can delay or abort a recruitment.

All faculty searches consist of six stages: 1) planning the search; 2) the search process; 3) applicant review; 4) the selection process; 5) preparation and submission of the recruitment package; and 6) the academic appointment. (For Chair searches, stages 5 and 6 are conducted by the Dean's Office.)

Stage 1—Planning the Search

- A position description must be drafted, approved by the Search Committee or the faculty member responsible for the search, and submitted to the BSD's Search Coordinator for review and, if acceptable, posting on the University's applicant tracking system, the Academic Career Opportunities (ACO) site. The BSD's Search Coordinator will notify the Search Committee, the faculty member responsible for the search, or the delegate of either when this step is complete.
- After the preceding step is complete, at least one compliant advertisement must be placed and retained for the search file; the BSD's Search Coordinator will also arrange for the placement of the advertisement(s) and will charge the appropriate cost center(s). The BSD's Search Coordinator will notify the Search Committee, the faculty member responsible for the search, or the delegate of either when this step is complete.
- If the Search Committee will be using a search firm, the search firm must be an approved University vendor and agree to the terms and conditions of the [University's standard contract](#).
- The Search Committee or the faculty member responsible for the search must establish in advance the criteria by which applicants will be moved to a short list and compared to one another, leading to the selection of a finalist.

Stage 2—The Search Process

- For senior-level searches and Chair recruitments, thought leaders in the discipline and others, including University of Chicago faculty members, are consulted for the names of potential applicants. These potential applicants may be reviewed by the Search Committee and those advisory to it as part of the search process to draw up a manageable, but suitably diverse, list of potential applicants to be contacted by the Search Committee Chair and other faculty leaders to encourage applications to the position.

* For advice, variances, and exceptions, contact the BSD's [Search Coordinator](#).

- Outreach beyond advertising—i.e., personal contact to potential applicants by the Search Committee, the faculty member responsible for the search, or delegates of either—must ensue to develop an appropriately sized and diverse applicant pool.
- Outreach beyond advertising—i.e., personal contact to potential applicants by the Search Committee, the faculty member responsible for the search, or delegates of either—must include women, members of minority groups, the disabled, and veterans to develop the diversity of the applicant pool.
- All outreach beyond advertising must be documented by the Search Committee, the faculty member responsible for the search, or delegates of either.

Stage 3—Applicant Review

- Job seekers who have submitted application materials to the ACO must be reviewed to assure that they meet the definition of “applicant” (i.e., only those who applied to the position on the ACO, meet the minimum qualifications, and have submitted all required application materials).
- All job seekers who have submitted application materials to the ACO, but whose applications are incomplete, may be contacted to solicit missing materials OR all job seekers who have submitted application materials to the ACO, but whose applications are incomplete, must be eliminated from the applicant pool (for details on this, contact the BSD’s Search Coordinator).
- No applicant may be excluded from the pool, and all applicants must be reviewed.

Stage 4—The Selection Process

- The selection process—the comparison of applicants to each other and their ranking—may begin no sooner than 30 calendar days after the first compliant advertisement has been published.
- Only applicants (i.e., only those who applied to the position on the ACO, meet the minimum qualifications, and have submitted all required application materials) may be considered by the Search Committee, the faculty member responsible for the search, or delegates of either.
- The selection process ordinarily results in a short list of applicants, then a list of applicants to be interviewed, and then a finalist.
- In advance of each step, the criteria and rationale used to reduce the short list of applicants and then a list of applicants to be interviewed must be documented. The criteria and rationale must lend themselves to a disciplined and evidence-based evaluation of applicants.

Stage 5—Preparation and Submission of the Recruitment Package

- Once a finalist is selected, a department must be identified for the prospective faculty member’s departmental home.
- The finalist will then typically be introduced to the departmental leadership for vetting by the Department Chair and, in sectionalized departments, the Section Chief.
- At this stage in the process, the department will work with the Search Committee, the faculty member responsible for the search, or delegates of either to prepare and submit a CLO (Contingent Letter of Offer) package to the Dean’s Office for review and, if acceptable, approval. Required components of the CLO package include, but are not limited to, 1) copies of all advertisements and public announcements of the search and proof that at least one

advertisement has been posted for at least 30 calendar days; 2) a completed [Search Narrative form](#)[†]; and 3) a completed [BSD Search Checklist](#).

- Developing and curating materials related to activities that took place outside the prospective department are solely the responsibility of the Search Committee, the faculty member responsible for the search, or a delegate of either.
- Once a complete CLO package has been submitted to the Dean's Office, the package will be reviewed by 1) the Assistant Dean for Administration and Finance; 2) the Executive Director of Space Planning; 3) the Assistant Dean and Executive Director, Office of Academic Affairs; and 4) the Dean for Academic Affairs.
- Review and, if acceptable, approval of the CLO package by the Dean's Office typically takes one business week.

Stage 6—The Academic Appointment

- The preparation of the appointment case is handled by the academic department.
- The timeline for preparing, submitting, and the approval of a faculty appointment varies, depending on the projected rank and other factors.
- All faculty appointments require a vote of the departmental faculty and the approval of the Dean and the Provost; appointments with indefinite tenure require the approval of the Dean, Provost, and the President. In addition, ordinarily all appointments to the faculty at the rank of associate professor or professor are reviewed by the Committee on Appointments and Promotions, a Divisional committee advisory to the Dean.
- Employment may not begin until the faculty appointment has been approved and for those appointments contingent on medical staff privileges, until the privileges have been approved by the UCMC Medical Staff.

[†] Click [here](#) for advice on completing the Search Narrative form.