The Department of Anthropology, Geography and Sociology follows the University (7.12) and the College of Liberal and Applied Arts policies regarding faculty searches and hiring.

A search committee will consist of five, tenure-track or tenured faculty members: four from within the department and one outside member. All departmental programs will be represented by one faculty (sociology, geography, and anthropology) and the fourth member will represent the field/program being searched. The outside member will be familiar with the field of the faculty search.

Processing Applications

- Committee chair emails acknowledgement to applicant indicating any requested materials not yet received.
- Committee chair sends hard copy acknowledgement to applicant indicating any requested material not yet received. This mailed acknowledgement includes *Fast Facts about Lumberjacks* and an EEO voluntary form with stamped, self-addressed return envelope.
- Committee chair sends email acknowledgement when requested materials arrive after initial application are received.
- Application files are maintained by the Human Resource software. A copy of the printed files will be available and kept in the department office. Files may not leave department office area.
  - All tenure-track and tenured faculty are told they may examine application files and communicate impressions to search committee and chair.
  - Because external candidates would not have the same opportunity, internal candidates shall not examine files of applicants.
- On a weekly basis, the committee chair sends a list of applications received to all committee members and to the department chair.
- Applications arriving after the “guaranteed full consideration” date are acknowledged in the same manner as applications received earlier.
  - Late arriving applications are reviewed by committee chair; other committee members are informed of their arrival and may review them
  - If the committee chair or any committee member judges them to be of a quality which justifies full consideration despite their late arrival, the full committee is asked to review and discuss them.
  - The search process based on applications received before the “full consideration guaranteed” does not stop while late applicants are being reviewed and discussed.

Long List of Finalists
• Shortly after the “full consideration guaranteed” date, all committee members should have reviewed all applications which are complete and received by the “full consideration guaranteed” date.

• A long list of finalists who fit the announcement requirements and will be given additional consideration is identified by the committee.

• The committee chair contacts them to:
  • inform them that they are on our long list,
  • give any important details about the job possibly not included in the advertisement (e.g., salary, teaching load) and answer any questions they have,
  • ask if they are still interested in the position,
  • inform them we will immediately email their references asking for an emailed letter of reference within one week,
  • establish a telephone conference time that is set for approximately 10 days from current date.
  • Letters of reference are electronically forwarded to other committee members as they arrive.

• Applicants not making the long list are electronically informed of that, but told subsequent events may place them back in serious consideration.

• Telephone conference calls with the search committee and each long-list finalist include a fixed set of questions decided by committee and asked in each telephone conference.

Short List of Finalists
• After telephone conferences are complete and deadline for letters of reference have passed, the search committee selects a small number of applicants for on-campus visits.

• Long-list applicants not making short-list are electronically informed of that, but told subsequent events may place them back in serious consideration.

• All tenure-track and tenured faculty are encouraged to examine applications of short-list finalists before they arrive for campus visits.

• Because external candidates would not have the same opportunity, internal candidates shall not attend events for or read files of other finalists.

• All on-campus visits should, if possible, include the following components:
  • teach a class
  • research seminar
  • meet with department chair
  • meet with dean
  • lunch with students (if possible)
  • meet with search committee
  • meet with faculty in other departments with similar interests
  • dinner with interested faculty.
Decision Making

- Search committee and department faculty, including the chair, (excluding any internal candidates) meet together to discuss short-list finalists.
- A roll-call vote on short-list finalists is held; this vote forms the recommendation to the department chair.
  - Department chair does not vote.
  - The roll-call vote allows the department chair to tally the search committee vote (which includes the external member) and the department vote (which excludes the external member).
  - The first vote is acceptable/unacceptable; candidates judged acceptable by at least 50% of the committee or 50% of the faculty are then voted on for ranking.
- Either at this meeting or at a later time, the department chair decides which finalists are acceptable and their ranking.
  - That information is conveyed to the department faculty and search committee.
  - The information is then forwarded to the Dean of the College of Liberal and Applied Arts and the two discuss the search and the recommendation.
- Once the Provost approves the job offer, the successful applicant is contacted by the department chair.
  - The applicant is given a short time to accept or reject the offer.
  - If the applicant does not reject but does not accept within time window, they are told that “SFA withdraws the offer; however, we may make our offer again at a later time.”
- Once offer is made to one finalist, other finalists are informed of that but told subsequent events may place them back in serious consideration.