

Procedures for Faculty Recruitment

Department of Economics

(Adopted in the Departmental Meeting of November 19, 1999)

1. The Department Chairperson nominates a five-member **Search and Screen Committee** that must be ratified by the Department. [The size of the Committee can be greater than five subject to departmental approval.]
2. All faculty members will be invited to review the files of applicants and submit nominations to the S & S Committee no later than a week after the official deadline.
3. The meetings of the S & S Committee are open to all faculty—but only members of the Committee have a vote in such meetings.
4. The S & S Committee administers a pre-interview process (including telephone interviews or preliminary interviews at the ASSA or other conventions) and recommends in writing to the department the finalists who will be invited for campus visits.
5. Members of the department, who wish to comment on the list of finalists, will make their suggestions to the committee in two working days after the circulation of the list. The committee will take into account the advice. After this, the committee will recommend to the Dean who will be invited.
6. All faculty members are expected to attend the seminars of the candidates. All faculty members will be invited to participate in the formal interview of candidates in small groups (say, two to four persons).
7. While the S & S Committee may make recommendations as to the merits and demerits of finalists, it is the Department (via a formal vote) that makes hiring recommendations to the Dean.