

## Invitation and Guidelines for Collaborative Searches and Hiring

The Advisory Committee on Academic Staffing (ACAS), in conjunction with the Provost's Office, has developed the following guidelines to formalize searches for and hiring of tenure-track faculty with teaching responsibilities in more than one department or program. We invite all departments and programs requesting permission to conduct tenure-track searches this year, and in years to come, to consider if such a collaborative appointment would meet their needs and those of the College, and formulate their requests accordingly.

The process of searching for and hiring tenure-track faculty members with collaborative appointments will normally include the following steps.

1. Departments and/or programs interested in searching for such a faculty member should jointly prepare a hiring request to submit to ACAS and the Provost's office by the deadline for such requests (this year, January 5, 2018). In addition to responding to other pertinent questions about the need for the position (see the "ACAS Questions for Departments/Programs Requesting a Tenure-Track Appointment" document), requests should outline anticipated features of the search and appointment including:
  - a. The **likely composition of the search committee**. Normally the search committee will include representatives from both departments and/or programs concerned.
  - b. The **likely composition of the faculty member's R&P committee**. Among various possibilities, the R&P may consist of all members of the R&P committees of the departments and/or programs concerned; selected members of the R&P committees of the departments and/or programs concerned; or an R&P identical to that of the faculty member's primary department or program, as determined at the time of hiring, with written assessments of the faculty member's performance submitted, at the times of reappointment and tenure decisions, to the Committee on Faculty Appointments by the chair or director of the secondary department or program.
  - c. The **likely teaching contributions** of the faculty member to each department and/or program. A variety of arrangements are possible and may include: two courses per year in one department or program and two in another; three courses per year in one department or program and one in another; five courses every two years in one department and three in another; and so on. The departments and/or programs concerned should expect to apportion the faculty member's teaching contributions consistently during the faculty member's time at the College, at least up to the tenure decision.
  - d. The **likely service contributions** from the faculty member expected by each department and/or program. These service contributions should be apportioned consistently, at least up to the tenure decision.

2. Upon the successful conclusion of the search, the departments and/or programs concerned will finalize the composition of the faculty member's R&P, as well as details of the faculty member's teaching and service contributions to the concerned departments and/or programs, as described in 1b-1d above.

N.B. ACAS recognizes that searches often yield unexpected results that may necessitate changing the terms of the appointment anticipated in the hiring request. We expect that the details of the appointment, including the faculty member's R&P and teaching and service contributions, will be finalized at the time of hiring.