

TABLE OF CONTENTS

	Page
Introduction: The Search Handbook as a Tool for Maximizing Human Resources@.....	i
Diagram: Overview of the Search Process@.....	ii
Table of Contents	iii
Appendices	iv
1.00 INTRODUCTION	1
1.01 Preface.....	1
1.02 DEFINITIONS.....	2
1.03 THE SEARCH COMMITTEE AS UNIVERSITY REPRESENTATIVE	2
1.04 SEARCHES AND THE SEARCH COMMITTEE	3
1.05 THE CHARGE	4
2.00 THE INITIAL STAGE	5
2.01 DOCUMENTING THE SEARCH.....	6
2.02 THE JOB DESCRIPTION	7
2.03 ENLARGING THE POOL OF CANDIDATES	10
3.00 RESPONDING TO APPLICANTS.....	14
3.01 RESPONDING TO DOSSIERS.....	14
3.02 EVALUATING CANDIDATES	14
3.03 REFERENCES	16
4.00 INTERVIEWING CANDIDATES	18
4.01 CAMPUS VISITS.....	18
4.02.01 INTERVIEWING: PLANNING AND STRATEGIES	19
4.02.02 THE INTERVIEW	19
4.02.03 CLOSING THE INTERVIEW.....	21
5.00 THE OFFER.....	22
5.01 THE LETTER OF OFFER.....	22
5.01.01 <u>Essential Components for All Letters of Offer</u>	22
5.01.02 <u>For All Appointments</u>	23
5.01.03 <u>For Faculty</u>	24
5.01.04 <u>For Academic Staff</u>	25
5.01.05 <u>For Limited Appointees</u>	25
5.02 SPOUSAL HIRE PROGRAM	25
5.03 BENEFITS	27
5.04 NOTIFICATION OF UNSUCCESSFUL APPLICANTS	27
5.05 BETWEEN ACCEPTANCE OF OFFER AND ARRIVAL OF NEW EMPLOYEE.....	27
6.00 CONCLUSION.....	29
6.01 RETAINING WOMEN AND MINORITY FACULTY AND ACADEMIC STAFF	29