**Checklist for Faculty Search Process**

**Yale Institute of Sacred Music Joint Appointments with the Divinity School and the School of Music**

 **Rank** **and Position:**

 Professor with Tenure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Professor with Tenure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Professor on Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Assistant Professor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Professor in the Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professor Adjunct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Professor Adjunct\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Assistant ProfessorAdjunct**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The Director of the Institute of Sacred Music submits a search request to the Deputy Provost for the Arts and Humanities. Please note that all correspondence and materials sent to the deputy provost should also be sent to the associate provost for the arts and humanities, John Mangan.
2. The deputy provost informs the director that the search is authorized and copies the Office for Equal Opportunity Programs and the Office of Faculty Administrative Services (OFAS). Please refer to the [Search and Recruitment Expense Guidelines](http://facultyadmin.yale.edu/sites/default/files/search_expense_guidelines_111813.pdf).
3. The director submits the following to the deputy provost and the Director of the Office of Equal Opportunity, Valarie Stanley-- the job advertisement, the advertising strategy, and the search committee chair, members, and diversity representative. Please refer to the [Advertisement Checklist and Guidelines for Faculty Positions](http://facultyadmin.yale.edu/sites/default/files/advertisement_checklist_and_guidelines_for_faculty_positions.docx).
4. The deputy provost reviews and approves the advertisement and search committee.
5. OEOP reviews the ad for EEO-related content and reviews the advertising strategy. If necessary, OEOP consults with the director to resolve any problems. OEOP then informs the director and the deputy provost that the EEO-related content is approved and the ad is ready. OEOP contacts the diversity representative to discuss diversity strategy and training.
6. The search committee reviews the applicants, produces a short list for preliminary interviews, and submits the list together with candidates’ curricula vitae and reference letters to the deputy provost to approve. Subsequent to this point, any additions to the list must be submitted for approval to the director and the deputy provost.
7. The search committee arranges interviews with candidates on the short list.

1. The search committee recommends the appointment of an individual to the director and establishes a ranked alternate list of possible appointees.
2. For the ranks of Professor with Tenure, Associate Professor with Tenure, Associate Professor on Term, Professor Adjunct, Associate Professor Adjunct, and Professor in the Practice which require letters of evaluation (see [Documents Required for FSQ](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_documents_required_for_fsq.xlsx)), the director submits a draft of the letter that will be sent to evaluators and the list of prospective evaluators (including a summary of each prospective evaluator’s credentials) to the deputy provost, with copy to the associate provost for the arts and humanities (see [Letter to Evaluators](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_letter_to_evaluators.docx)). Experience indicates that at least twelve to fifteen individuals should be listed as prospective evaluators in order to net the requisite seven letters of evaluation. The candidate may provide three to five names of prospective evaluators. The director and members of the Executive Committee, together with the dean of the jointly appointing School, will choose the remaining individuals to contact for letters of evaluation.
3. For the ranks outlined in point 9, upon obtaining approval of the letter and the list of prospective evaluators from the deputy provost, the search committee contacts those prospective evaluators by email to ask if they would be willing to provide evaluations (see [Email to Evaluators](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_email_to_evaluators.docx)). Once affirmative responses are received from at minimum seven evaluators, or more than seven if attrition is anticipated, then the letter requesting evaluation is sent to those evaluators who have agreed to participate. Their evaluations are subsequently received and reviewed. Please note that the director or the director’s assistant will need to submit the [Matrix of Evaluators](http://facultyadmin.yale.edu/sites/default/files/matrix_of_evaluators_0.docx) listing all individuals who were asked for evaluations, including those who declined, for the Standing Advisory and Appointments Committee (SAAC) for the relevant school.
4. For all ranks, the director presents the candidate, or list of candidates, to the Executive Committee of the Institute of Sacred Music, and then to the Governing Board of the school with which joint appointment is to be made, for review and recommendation. The Executive Committee vote is recorded on the [Executive Committee Vote Form](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_executive_committee_vote_form.doc) and the Governing Board vote is recorded on the Governing Board Vote Form of the relevant school, upon which both forms are then sent to the deputy provost. No verbal or written offer may be made before steps 9 through 14 are completed.
5. The search committee completes and uploads the following to the Office of the Provost’s [SharePoint site](https://share.yale.edu/departments/provostoffice/facdev/default.aspx):
* the [Faculty Search Questionnaire](http://facultyadmin.yale.edu/sites/default/files/faculty_search_questionnaire.doc) (FSQ) as a Word document
* all supporting materials as a separate, single PDF document to the department’s FSQ folder on the Provost’s Office SharePoint site (see [Documents Required for FSQ](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_documents_required_for_fsq.xlsx))

One electronic copy of these materials must also be submitted to the deputy provost’s office to the attention of the associate provost for the arts and humanities.

1. OEOP reviews the FSQ and supporting documents for compliance with Yale’s equal opportunity policies and may discuss these aspects of the search with the department chair, the search committee chair, and the diversity representative, as needed. OEOP will update the FSQ to SharePoint with a recommendation to approve, and OFAS notifies the deputy provost, with copy to the associate provost for the arts and humanities, that the FSQ and supporting documents are ready for final review and approval. The deputy provost then reviews and approves the FSQ and supporting documentation as needed.
2. Candidates for Professor with Tenure, Associate Professor with Tenure, Associate Professor on Term, Professor Adjunct, Associate Professor Adjunct, and Professor in the Practice must be presented to and approved by the Standing Advisory and Appointments Committee (SAAC) for the school with which the Institute of Sacred Music is making a joint faculty appointment. Presentation and approval must take place before any offer of employment or discussion of salary occurs. The director or the director’s assistant compiles all review materials (see [Documents Required for SAAC](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_documents_required_for_saac.docx)), uploads them to Classes\*v2, and then notifies the deputy provost, with copy to the associate provost for the arts and humanities, that the materials have been uploaded.
3. Upon SAAC decision, the Provost signs the SAAC Record of Provostial Decision form and submits it to the director and the deputy provost, with copy to OFAS and to the associate provost for the arts and humanities.
4. For all ranks, if an offer of employment is approved, the director and deputy provost delineate the terms of the offer (see [Offer Letter Template for Junior Faculty](http://facultyadmin.yale.edu/sites/default/files/institute_of_sacred_music_offer_letter_template_junior_faculty.docx)). The final offer letter must be approved by the deputy provost and, after approval, sent by the director with copy to the deputy provost.
5. Upon receipt of the signed offer letter from the candidate, the director or the director’s assistant prepares a [Faculty Data Collection Form](http://facultyadmin.yale.edu/sites/default/files/faculty_data_collect_form.xls) and attendant materials for candidates who have not previously worked at Yale and sends these to Kathy Poirier at faculty.admin@yale.edu at the Office of Faculty Administrative Services. For candidates who have previously worked at Yale, the director or the director’s assistant should consult with Kathy Poirier to determine the correct form to submit.

N.B.: To be clear, no offer may be made without the explicit approval of the deputy provost. All offers will be made subject to the filing and approval of the FSQ.