

School of Engineering & Applied Science 2023-2024 Search Procedures

Search Advertising

Once the SEAS Dean's Office has approved a search to move ahead, the search advertisement should be submitted via Interfolio for the appropriate approvals (SEAS Dean's Office and University Office of Equity, Inclusion, and Accessibility). Please review the *SEAS-Search Advertising Guidance* document for advice on crafting your ad and submitting through Interfolio. Departments will be notified by the SEAS Dean's Office once the ad has been fully approved and is ready to advertise.

The SEAS Dean's Office will centrally post ads in the following publications:

- Chronicle of Higher Education (full ad – meets OISS requirements for Visa/Green card sponsorship)
- Association of Women in Science (bulk ad with other SEAS searches)
- National Society of Black Engineers (bulk ad with other SEAS searches)
- Society of Hispanic Professional Engineers (bulk ad with other SEAS searches)
- American Indian Science & Engineering Society (bulk ad with other SEAS searches)
- Society of Women Engineers (bulk ad with other SEAS searches)

Each search will also be posted on:

- [SEAS Faculty Openings](#)
- [Yale University Academic Job Listings](#)
- [HERC \(Higher Education Recruitment Consortium\)](#)

Departments are not required to place additional ads to meet OISS or DEI requirements. However, departments are expected to develop an advertising strategy in addition to the above which may include, but is not limited to, placing additional ads with field specific journals, associations, societies, listservs, mailing lists, and outreach to peers in the field.

Interview Approval Steps

Departments will be expected to submit interview lists for approval at two steps in the interview process.

Longlist Approval: Departments should submit the Longlist Approval Form and a CV for each candidate for whom an interview is being requested. Prior to submission of the Longlist Approval Form, the Departmental Chair's Assistant should give a status to all applicants in Interfolio and archive those no longer under consideration.

Shortlist Approval: With the removal of the Faculty Search Questionnaire (FSQ), the shortlist approval step now doubles as both the School level approval and the University level approval of the search.

When departments have narrowed the search to a shortlist for on-campus interviews, the Departmental Chair's Assistant should work with the search committee to finalize the details of the search in the FSRP system. Once submitted, the shortlist is reviewed by the SEAS Dean's Office and the Provost's Office. The Chair and Chair's Assistant will be notified when the search is fully approved and candidates may be invited for interviews.

All faculty in the department should familiarize themselves with the [University Guidelines on Unacceptable Interview Questions](#).

Please note: If your search remains open to new applications once either list has been submitted for approval, you may continue to receive applications and the search committee will need to give thorough review to all applications received.

An offer cannot be made until ALL applications have been reviewed and a status has been applied to each candidate.

Best practice is to close your search to new applicants once the shortlist has been identified and approved – the search can later be re-opened if need be.

Departmental Selection and Vote

Once the department has concluded interviews and discussed each candidate, there must be a formal vote to select the final candidate(s). Departments should review University Voting Policies before proceeding with any votes.

For Assistant Professor searches, the department votes to select the final candidate(s). An individual "above the bar" vote should be taken on each candidate to whom the department would like to make an offer. The department should submit to the Dean (Jeffrey.brock@yale.edu) and Assistant Dean for Faculty Affairs (Kristin.flower@yale.edu) a departmental vote form and CV for the top candidate. If multiple candidates are voted above the bar, the department may submit to the Dean's Office a list of candidates in ranked order of preference (with vote forms and CVs for each candidate). If a ranked order cannot be reached, the department may submit an unranked list of candidates. Please note: each candidate must have an individual up/down vote and a candidate may only be voted on individually once.

For tenured searches, the department votes to select the final candidate(s) to move forward to the TAC review process. The department should submit to the Dean (Jeffrey.brock@yale.edu) and Assistant Dean for Faculty Affairs (Kristin.flower@yale.edu) the CV for the top candidate. The official up/down vote on the case is taken after external letters have been received as part of the tenure review process. Please see FASTAP16 procedures for moving the case through the TAC review process.

Department Chairs may not communicate with candidates until the Dean's Office has reviewed the selected candidate(s) and signed off on proceeding.

Offer Procedures

Please note for tenured appointments, this step may not begin until the tenure review process for the final candidate(s) has been completed.

Candidate Notification: Once the SEAS Dean's Office has authorized an offer, the Department Chair may notify the candidate by email or phone that a formal offer letter will be coming. No details of the offer should be communicated at this point.

Offer Letter: The Department Chair will work with the candidate to determine needs. They will then work with the Dean and the Assistant Dean for Faculty Affairs who will draft the offer letter. The Dean's Office will coordinate with the Provost's Office to determine the set up package. In advance of a formal letter being issued, details of the offer should not be communicated to the candidate without express written approval from the Dean's Office. Such details may include, but are not limited to, salary, startup funds, graduate student support, and office or lab space.

Extending the Offer Letter: The SEAS Dean's Office will send the candidate an electronic offer letter, with a copy to the department chair. **Departments are not authorized to extend offer letters.**