



July 26, 2017

Professor Donald Haider-Markel, Chairperson  
Political Science Department  
*Electronic Mail*

Dear Professor Haider-Markel:

We are pleased to authorize the Political Science Department to search for an Assistant Professor with a specialization in American Politics & Policy during the 2017-2018 academic year. Recruitment authorizations are based on funding available for faculty searches. In the event of unforeseen changes to the budget, it could become necessary to modify recruitment plans.

**Terms for the Recruitment Authorization of Position Number 00066143:**

The salary range for this recruitment is \$62,000-\$70,000. Please consult with the Associate Dean for Administrative Affairs (Jim Mielke) on the salary to be offered once you identify your candidate. This consultation should occur before making any offer to the top candidate. The position carries a start-up package up to \$7,000, which includes \$2,000 for moving expenses. We do not expect that every recruitment hire will require us to expend the maximum of the salary range or the estimated start-up figure; your negotiations with candidates should proceed accordingly as stewards of College and University resources. These funds include allocations your unit may have committed along with those committed by the Office of the Provost, Research, and the College. These funds represent the maximum funding allowable for salary and all start-up costs including renovations. This authorization also assumes that adequate office and research space have already been identified in your unit for this position.

During the recruitment process, interviews should be scheduled with the Associate Dean for Administrative Affairs and the Dean (if appropriate) in a timely manner.

As you consider candidates in your search, especially those for appointments with tenure, please pay particular attention to quality indicators that can strengthen your unit's national stature and the University of Kansas standing as an AAU institution. These indicators vary in relevance by discipline. They include: (1) publications and citations; (2) the category of "highly prestigious awards" as designated by the NRC [http://sites.nationalacademies.org/PGA/Resdoc/PGA\\_044718.htm](http://sites.nationalacademies.org/PGA/Resdoc/PGA_044718.htm); and (3) competitively funded federal research awards. The fourth indicator is faculty membership in the National Academies (NAS, NAE, and IOM).

**Hiring for Excellence Process:**

In the context of our College and University-wide planning, new hires that advance both the College's strategic goals and the University's *Bold Aspirations* will be expected. Noting this, your unit will need to develop language in your position announcement that takes into account these initiatives. Specifically, the Provost has requested again that your position contain the following language regarding the strategic initiatives and be posted on your unit's website:

*“The University of Kansas is especially interested in hiring faculty members who can contribute to four key campus-wide strategic initiatives: (1) Sustaining the Planet, Powering the World; (2) Promoting Well-Being, Finding Cures; (3) Building Communities, Expanding Opportunities; and (4) Harnessing Information, Multiplying Knowledge. For more information, see <http://www.provost.ku.edu/strategic-plan/initiatives>.”*

The position should also indicate the College’s strong interest in candidates with experience and/or demonstrated potential to effectively contribute to a diverse and inclusive learning environment.

Please ensure that all search committee members follow the *Hiring for Excellence* search process and that the chair of the search committee is formally trained. The first step in the *Hiring for Excellence* process is to form your search committee and have initial meetings to develop the position description. These meetings identify the qualities that candidates will display in order to excel in your unit, the College, and our University. We seek candidates who demonstrate evidence of excellence or potential for excellence in research, teaching, and service. All units are encouraged to think about the leadership potential of all candidates as we build for our future. The second step utilizes this information in order to build a sufficiently large, high quality, and diverse applicant pool. Development of a substantial and diverse applicant pool requires more than advertising the open position in publications and online listservs of professional organizations, including those that are specifically targeted at potential applicants from ethnic minority groups. It involves active solicitation of the names of potential applicants through professional networks, followed by a personal invitation to apply directed to these individuals by letter or email. We urge you to look carefully at your recruitment pool for opportunities that may diversify the faculty. The search committee chair or committee members can use follow-up phone calls to solicit applications from highly sought applicants. The personal contact is especially critical to ensuring that the pool is high in both quality and diversity. As we implement *Bold Aspirations*, each faculty position assumes increased importance. Therefore, we appreciate your efforts to recruit candidates of the highest caliber for these positions, individuals who can advance both the College’s strategic goals and the University’s strategic initiatives. Use of the *Hiring for Excellence* search process will ensure success in those efforts.

While searches targeted at highly specialized areas or those for distinguished professors may result in small applicant pools, most searches should be able to achieve the goal of a sufficiently large and diverse pool. Therefore, the Provost has indicated that all searches must meet the following minimum standards in order to move forward, unless granted an exception by the Dean’s Office:

1. The percentage of applicants from ethnic minority groups in the pool must be at least 10%.
2. The number of applicants meeting required qualifications must be at least 20.
3. Preliminary interviews: telephone or conference interviews will be required of at least nine (9) qualified candidates before on-campus interviews will be approved.

Requests for approval of exceptions to these standards should be submitted to the Associate Dean for Administrative Affairs.

### **Search Training:**

For additional information on the *Hiring for Excellence* search process, please visit: <http://facultydevelopment.ku.edu/recruitment>. Please contact Amanda Burghart, (4-6159, [amccoy@ku.edu](mailto:amccoy@ku.edu)), regarding *Hiring for Excellence* training for your staff or search committee.

### **Domestic Partner Accommodations:**

When possible, the College of Liberal Arts and Sciences identifies opportunities for spousal and partner appointments. The College policy on domestic partner accommodations is <http://policy.ku.edu/CLAS/domestic->

[partner-accomodation](#). Every invitation for an on-campus interview for a faculty position within the College will include the following statement:

*"Any candidate who has a spouse/partner whose employment might affect the desirability of an appointment in the College of Liberal Arts and Sciences at the University of Kansas should feel free to discuss those issues with the unit director during the on-campus interview without risk of potential bias. Marital/partnership status will not be considered in the evaluation of a candidate's qualifications."*

Any information a candidate communicates to you regarding marital/domestic status or the candidate's interest in an accommodation is confidential and should not be communicated to the search committee. If the committee inquires about the marital/domestic status of candidate(s), you should decline to provide that information and remind the search committee that their responsibility is to evaluate the qualifications/ranking of the candidates based solely on the candidate's experience and qualifications.

Spousal and partner accommodations are made by linking candidates to searches currently underway or that are highly likely to occur the following year. Please be advised that the Dean's Office does not reserve positions to make spousal/partner accommodations.

**Bridge Funds to Further Diversify the Faculty:**

National faculty searches sometimes identify faculty who are not credentialed for the current position but fulfill other priorities already identified in the unit's hiring plan. Occasionally, temporary bridge funds may be available to add such a faculty member if the faculty member is qualified for the position in mind and advances the goal of diversifying the faculty and builds in a strategic area of future need for the department. Ordinarily, recruitments should be made on a competitive basis. If an opportunity for diversity hiring presents itself, please speak with your contact associate dean regarding the availability of funds because prior approval is required for securing bridge funds.

**Search Committee Composition to Include Outside Faculty Member:**

The IOA requires mandatory recruitment training for University leaders and managers responsible for conducting searches and making hiring decisions. Information about upcoming sessions will be announced at a later time. With regard to the composition of the search committee, for positions wholly within your unit, you may rely upon a search committee that is representative of your unit. Given the University and College goal of strengthening cross-disciplinary and interdisciplinary networks, we require the service of an outside faculty member on every search committee. Please consult with the Associate Dean for Administrative Affairs about the selection and invitation of this individual. For interdisciplinary or cluster hire positions, the College office will require approval of the external search committee member from outside your unit that might be directly affected by this hire.

**University-wide Collective Advertisement:**

Faculty positions in the College will be part of a University-wide collective ad that will appear in the *Chronicle of Higher Education* on September 1, 2017. The University's collective ad will also be listed on the *Chronicle's* on-line site for 30 days and for 60 days on Vitae. If your unit is not included in the Chronicle Ad, your unit will need to be responsible for placing at least one major print ad at your unit's expense. As a reminder, each phase of the recruitment process requires departmental and College Office approval. Please ensure that appropriate lead time is available for obtaining proper endorsements.

**AAU Deadline:**

In accordance with the American Association of Universities (AAU) guidelines (<http://policy.ku.edu/provost/faculty-appointment-offers>), an offer of appointment for the following fall semester cannot be made after May 1<sup>st</sup>. The offer should be a firm one and not subject to contingencies. Please review the Council of Colleges of Arts and Sciences standards on recruitment and appointment of faculty members document titled, "The Ethics of Recruitment and Faculty Appointment" that can be located at <http://www.ccas.net/files/EthicStatement.pdf>.

Again, we are pleased to officially authorize this search. We look forward to working closely with your unit in its recruitment endeavors. Please let us know if you have any particular questions about this authorization.

Sincerely,



Carl W. Lejuez, Dean



James H. Mielke, Associate Dean for Administrative Affairs

CL/JM/sar

cc: Mark Reynolds, CLAS, Director, Finance & Planning  
CLAS Shared Service Center