



December 3, 2020

Dr. Don Haider-Markel
Chair
Department of Political Science

sent via email

Dear Dr. Haider-Markel,

I am pleased to notify you that your department has been authorized by Dean Colombo to conduct the following search during the 2020–21 academic year. Please note that recruitment authorizations are based on funding availability and that in the event of unforeseen changes to the budget, it could become necessary to modify recruitment plans.

Terms for This Recruitment Authorization

position number: 01198987
specialization: Cybersecurity

<u>rank</u>	<u>salary</u>
Visiting Assistant Professor	\$60,000

These funds include allocations your unit may have committed along with those committed by the Office of the Provost, the Office of 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.

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 standing of the University of Kansas as an AAU institution. These indicators vary in relevance by discipline, but generally include the following:

- publications and citations
- competitively funded research grants
- membership in the National Academies (NAS, NAE, and NAM)

Diversity, Equity, and Inclusion

At the University of Kansas, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all. To this end, the following requirements are in effect for all search committees:

Training: All search committee members must complete *Diversity Foundations for Faculty Search Committees* found at <https://mytalent.ku.edu>. The Dean's Office will ensure every member of the search committee has completed training before reviewing applications.

Diversity Advisor: Every search committee is required by HRM to have a Diversity Advisor on the committee. Diversity Advisors are to be at the rank of Associate Professor or higher. Advisors appointed from outside of the hiring unit do not have voting rights, but fully participates in the search process.

College Diversity in Hiring Goals: We ask you familiarize yourself with the attached College Diversity in Hiring Goals, and compose diversity goals for your search. We understand diversity looks differently for each discipline, and encourage you to think about ways you can recruit diverse candidates.

The [Excellence in Diversity Handbook](#) is a helpful guide. We recommend you read it carefully, and reach out to Jill Mignacca (jmig@ku.edu) with any questions that pertain your search. Please note, this is a fluid document that may be updated during the search cycle.

Recruitment Plan and Next Steps

Recruitment plans must be submitted to the Dean's Office and HRM. A recruitment plan includes diversity goals, an assessment rubric, position description, and ad copy.

Jill Mignacca and Terri Osborn will meet with search committees to go over next steps search process, including creating a recruitment plan. Please have your search committee chair or departmental administrative staff work with Jill and Terri to schedule this as soon as possible.

General Requirements for Interviews and Other Evaluations

Please note the following section of the "Academic Appointments in the College of Liberal Arts & Sciences" policy (<https://policy.ku.edu/CLAS/academic-appointments>).

Virtual On-Campus Interviews

Due to the pandemic, on-campus interviews should now be held virtually, using Zoom. Human Resources Management has created a comprehensive guide for these interviews, found [here](#).

In addition, the unit shall include in the interview schedule representatives of allied units and affected classes. Members of allied units should be encouraged to attend a colloquium or seminar presentation by the candidate.

Search Committee Composition to Include Outside Faculty Member

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 overseeing this search about the selection and invitation of this individual. For interdisciplinary positions, the Dean's Office will need to approve the composition of the search committee in order to verify adequate representation of the other unit(s) affected by this hire.

University-Paid Advertisements

Through university-paid advertising subscriptions, your position will be advertised in the following venues:

- Academic Keys (www.academickeys.com)
- The Chronicle of Higher Education (<https://www.chronicle.com>)
- HigherEdJobs.com (www.higheredjobs.com)
- Insight Into Diversity (www.insightintodiversity.com)
- Kansas Works (<https://www.kansasworks.com>)
- Local Job Network (<https://www.localjobnetwork.com>)

Ethics of Recruitment and AAU Deadline

Please note the following section of the "Academic Appointments in the College of Liberal Arts & Sciences" policy (<https://policy.ku.edu/CLAS/academic-appointments>):

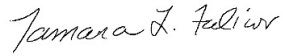
The Offer

The offer a unit makes to the selected candidate should be a firm one and not subject to contingencies. Units need to 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>. In accordance with the American Association of Universities (AAU) guidelines and KU policy (<http://policy.ku.edu/provost/faculty-appointment-offers>), an offer of appointment for the fall semester cannot be made later than the immediately preceding May 1 if a candidate holds a position at another AAU university. It is recognized that in special cases, it might be appropriate to make an offer after May 1, but in such cases, there should be an agreement by all concerned parties, including the provosts at both institutions.

Contact Information for Relevant Personnel in the Dean's Office

Jill Mignacca (jmig@ku.edu), Administrative Affairs Coordinator, will assist you with almost every phase of your search. Jill works closely with HRM, and should be your first point of contact for any questions or concerns that arise.

Sincerely,



Tamara Falicov
Associate Dean for Research



Jill Mignacca
Administrative Affairs Coordinator

cc: Mark Reynolds, Director of Finance and Planning