



## 2008-2009 TENURE-TRACK SEARCH SCHEDULE

This schedule provides deadlines for some of the main steps in the search process for both tenure-track and temporary appointments. Detailed descriptions of the process are available within the Search Procedures and Guidelines document. Any of these steps can be accomplished earlier. However, the internal deadlines, such as four full workdays to place ad copy, must be followed.

Check when done ✓	Date	Deadline	Refer to Procedures Section(s)
	<b>No later than October 3:</b>	Endorsement packet, signed by the School Dean. Ad copy for all ads.  <a href="#">Endorsement Form</a> <a href="#">Advertising Request</a>	<b>III</b>
	<b>Prior to November 1</b>	Search committees who have not previously met with Vice Provost to discuss your recruitment strategy and diversity goals must schedule a meeting, please call 664-3236.	<b>IIC3</b>
	<b>No later than December 17</b>	Submit proposed questions and criteria for review to Faculty Affairs.	<b>IV</b>
	<b>No later than January 10:</b>	Last deadline for submission of applications from the candidates.  Deadline may be much earlier if desired.	<b>V</b>
	<b>No later than February 15</b>	Approval to Interview packet must be submitted to Faculty Affairs/Vice Provost.  <a href="#">Approval to Interview Form</a> <a href="#">Application for Academic Employment</a>	<b>VI, VII</b>
	<b>No later than April 15</b>	A verbal offer of employment is made by the Dean to the candidate.	<b>VIIB</b>
	<b>No later than May 1</b>	Recommendation for Appointment to be submitted to Faculty Affairs.  <a href="#">Final Recruitment Report</a>	<b>VIII, IX</b>
	<b>No later than May 1</b>	Disposition Letters are sent to all applicants.	<b>X</b>