



Planning for 2016-17 Hiring in the College of Arts and Sciences

Although we are not finished with this year's faculty recruitment, it is time to begin planning for the 2016/2017 recruitment season. Acting on feedback I have received from many of you, we will streamline the process by which hiring proposals are chosen for recommendation to the Provost and will not convene a Council of Chairs and Directors discussion of all CAS proposals. As before, however, we will employ a two-stage process, with a ranked list of positions in your department's hiring plan over the next three years and a preliminary short description of the positions that your units want to make in 2016/17 in the first stage, followed by submission of full proposals only for those identified by the Dean and Associate Deans as the highest priorities for 2016-17 recruitment.

This memo should be shared with the department/program faculty so that everyone participating in the setting of faculty recruitment priorities is familiar with the process, principles, and standards. It is online at

<http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/faculty-recruitment-and-appointment>.

Faculty Recruitment: Priority Development Process and Schedule

We will not know how many or exactly which searches we can do until we know what our FY18 budget looks like – with the first indications likely in late summer 2016. Because it takes time to develop priorities properly, we must begin the work before we know the precise budget parameters. Discussions should be held both in tenure-granting departments and in interdisciplinary programs with a stake in faculty recruitment. The interdisciplinary programs should be in discussion with relevant departments with tenure-track lines. All departments that hope to do faculty recruitment during 2016/17 should submit priorities.

Here are the deadlines in the schedule:

- Starting now: Engage in department- and program-wide and cross-department and cross-program discussion to develop a preliminary set of search priorities.
- April 15, 2016: Deadline for three-year hiring plan and preliminary search proposals according to the format defined below to the CAS Office of Faculty Actions at azadams@bu.edu. (These will be posted on the Faculty Actions website.)
- April 26, 2016: Dean's Office invites development of full proposals.
- May 18, 2016: Final faculty recruitment proposals for searches due to the Office of Faculty Actions at azadams@bu.edu.
- June 2016: The Dean develops the CAS search priority list that will shape the authorizations after the budget is discussed with the Provost.
- Late summer 2016: Announcement of authorized searches.

Generating Initial Stage Faculty Recruitment Proposals

Discuss in your department the priorities you have for shaping your faculty over the next three years. This discussion should be guided by the strategic plan updates that your departments filed last year, your Academic Program Review, if you have had one, and College and University priorities. Unexpected personnel changes may have occurred which open up new opportunities for changes in direction or focus. You may see new opportunities due to changes in external funding or university emphases that your department would prioritize above those in the strategic plan. Such changes in strategic vision are encouraged, but should be undertaken with due consideration for the principles and priorities that have guided the department.

Departments should consider proposing searches in coordination with other departments as clustered searches in related fields. Departments should also consider proposing searches in an interdisciplinary field in which the home department could be any one of multiple departments. These possibilities may be framed, for example, in terms of research and teaching needs defined by a geographic area of study, a time period, or an interdisciplinary research and teaching area that stretches across departments. Consider coordinating across schools and colleges.

Consider ways in which the description of your hiring priorities shapes the size and diversity of the pool that you will choose from. Do not propose searches that are so narrow that the pool will be small and/or unlikely to attract diverse candidates. Think carefully about how you can enlarge the scope of envisioned searches to attract diverse candidates. Consider whether an open search or a search that is open with preference for a few fields is appropriate and might serve to bring in more diverse candidates or offer strategic advantages across several years of hiring.

Along with the prioritized three-year list, we are asking you to provide a justification in the form of preliminary proposals described below for any hire(s) you want to make in 2016-17. This justification should show how the hire(s) align with the current strategic vision of your department moving forward, as it results from the discussions referenced above. Feel free to consult with appropriate Associate Deans or me as you develop your priorities to ensure that they best align with College-wide and university priorities.

Definition and Use of “Replacement Lines”

Recruitment requests must indicate whether the department will have generated any “replacement lines” for the coming academic year. The following is a reminder of the definition and role of replacement lines in recruitment proposals.

“Replacement line” is a summary phrase for a continuing salary allocation that is no longer committed to a particular tenured or tenure-track faculty member whose position was covered by that line.

- Replacement lines technically revert to the Provost. Departments do not “own” lines. The College must seek permission to search on any replacement line.
- Replacement lines are resources that must be used for faculty recruitment needs in the College in priority order and in any given unit in priority order.

- A replacement line is not generated by a faculty departure until the year that the salary money is no longer being used for the former incumbent.
- Faculty hiring will normally be authorized as an “entry position” at the tenure-track assistant professor level. Any request for more advanced rank requires careful justification based on the specific need for *research leadership* in the identified field.

If you are not sure whether your department has generated any replacement lines that might be used for faculty recruitment during 2016/17, contact the Office of Faculty Actions.

Instructions for Preliminary Search Proposals

This stage of the process requires discussion and deliberation at the departmental and program level. The department as a whole must generate proposals as discussed above, not on a principle of “turn taking” among subfields, especially if that results in the unit delegating the decisions to a particular subfield.

Departments should submit a priority ranked three-year hiring plan and preliminary search proposals for the hires they wish to proceed with in 2016/17.

Preliminary search proposals consist of:

1. Title: A brief descriptive phrase to identify the primary field(s) of the position (e.g., microbial biology, Latin American art, philosophy of language, macroeconomics), or Open (with or without preferred fields);
2. Description and Justification: A concise but more complete and specific description of the teaching and research needs to be filled by this position. State how the proposed search is consistent with the strategic plan or APR recommendations. Include reference to the demonstrated teaching or research needs of other departments or programs of the college or of other schools and colleges this position will serve. (200 words maximum);
3. Indicate whether this is a replacement or expansion position (if replacement, indicate for whom);
4. Identify the approximate time period for advertising of searches and conference recruitment in your discipline (e.g., “late summer/early fall”; “early spring”; “December-February”);
5. If you are proposing a search as part of a cluster of searches coordinated with other departments, explain and be sure those departments submit documents that reflect these clusters.

At the preliminary proposal stage departments should not submit all of the formal documents that will be required for final proposals.

Programs and centers with teaching obligations that do not have the authority to hire tenure-track faculty are invited to submit *a brief but specific advisory statement* of needs that might be filled through the faculty searches that will take place in 2016/17. Your recommendations should be based on specific curricular and teaching needs or, in the case of research centers, research needs. You should also initiate discussions with appropriate departments as soon as

possible to determine whether a department might make that need one of its priorities.

Process and Criteria for Selection for Full Proposals

The Dean and Associate Deans will select an optimistically large set of proposals to be developed into full proposals by departments. The criteria for selection include: undergraduate and graduate teaching needs in areas of high student demand; expansion in high priority areas for research, funding and addressing societal needs; hiring for excellence in departmental or program reputation and rankings; potential for synergistic connections across departments, programs, and colleges; and potential for enriching the diversity of the faculty. Please feel free to consult with the Dean and Associate Deans about how to position your department's priorities vis-à-vis these criteria.

cc: Department/Program Chairs and Directors
Department/Program Administrators
CAS Associate Deans
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