

Planning for 2017-18 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 2017/2018 recruitment season. As before, we will employ a two-stage process. In the first stage, you will submit a ranked list of positions in your department's three-year hiring plan and a preliminary short description of the positions that your units want to fill in 2017/18. In the second stage, you will submit full proposals only for those positions identified by the Dean and Associate Deans as the highest priorities for 2017-18 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 undertake until we know what our FY19 budget looks like – with the first indications likely in late summer 2017. 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 and teaching 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 2017/18 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 13, 2017: Deadline for three-year hiring plan and preliminary search proposals according to the format defined below to the CAS Office of Faculty Actions at lwipf@bu.edu. (These will be posted on the Faculty Actions website.)
- April 26, 2017: Dean's Office invites development of full proposals.
- May 18, 2017: Final faculty recruitment proposals for searches due to the Office of Faculty Actions at lwipf@bu.edu.
- June 2017: The Dean and Associate Deans develop the CAS search priority list for submission to Provost.
- Late summer 2017: Announcement of Provost-authorized searches.

Generating Initial Stage Faculty Recruitment Proposals

As you did last year, discuss in your department the priorities you have for shaping your faculty over the next three years. These departmental planning deliberations should engage all of the department's tenured/tenure-track faculty and be open, inclusive, and welcoming of input. The department as a whole must generate proposals, and should not follow a principle of "turn taking" among subfields, especially if that results in delegating decisions to a particular subfield.

This discussion should be guided by the strategic plan updates that your departments filed in 2015, 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. This departmental discussion should result in an updated three-year plan.

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.

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. Please remember that vacated lines technically revert to the Provost, and that the College must request the opportunity to use them in your department or elsewhere in the College.

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 2017-18. 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 the Dean as you develop your priorities to ensure that they best align with College-wide and university priorities.

Instructions for Preliminary Search Proposals

Departments should submit a priority ranked three-year hiring plan and preliminary search proposals for the hires they wish to proceed with in 2017/18.

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 and how the position might have the potential to increase diversity. 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. Describe any recent or anticipated changes in faculty personnel and/or student or programmatic demands that are relevant to the proposal.
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 2017/18. 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: potential for enriching the diversity of faculty; undergraduate and graduate teaching needs in areas of high student demand; hiring for excellence in departmental or program reputation and rankings; expansion in high priority areas for research funding; potential for synergistic connections across departments, programs, and colleges; and a need for senior leadership. 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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