To: Department/Program Chairs and Directors  
From: Stan Sclaroff, Interim Dean  
Re: Planning for 2019/20 hiring in the College of Arts & Sciences  
Date: March 11, 2019

It is time to begin planning for the 2019/2020 faculty recruitment season. This memo should be shared with your department/program faculty so that everyone participating in the setting of faculty recruitment priorities is familiar with the process, principles, and standards. This memo is available online at [http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/faculty-recruitment-and-appointments/](http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/faculty-recruitment-and-appointments/).

We will again employ a two-stage proposal process. In the first stage, you will submit a ranked list of positions in your department’s five-year hiring plan and a preliminary short description of the position(s), if any, that you want to fill in 2019/20. In the second stage, you will submit full proposals only for those positions identified by the associate deans and me as the highest priorities likely to receive support from the Provost for 2019/20 recruitment. We will not know how many or exactly which searches we can undertake until we know the results of our FY21 budget request, with hiring approvals expected in Fall 2019.

**Evaluation Criteria**

The criteria that guide our consideration of proposed searches will be:

1. well-developed, credible plans for recruiting a diverse pool of outstanding candidates
2. undergraduate and graduate teaching needs in areas of high curricular demand
3. potential to build on or deepen the department’s current reputation in critical areas
4. for grant-funded disciplines, how the proposed search aligns with emerging and/or high-priority areas for research funding
5. potential for synergistic connections across departments, programs, and colleges, and how these connections may align with current University initiatives
6. unique departmental and/or program needs, such as a need for senior leadership and why, or an urgent need to maintain the integrity of curriculum, etc.

Please feel free to consult with me and/or the associate deans about how to position your department’s priorities vis-à-vis the six criteria.

**Guidance on Generating Initial Stage Five-year Hiring Plans**

Departments are asked to engage in new, vigorous, and far-reaching conversations about longer-term visions for the future of our departments, programs, and the College of Arts and Sciences. These deliberations should engage all of the department’s tenured/tenure-track faculty and be open, inclusive, and welcoming of input. This discussion should be guided by your strategic plan updates, your Academic Program Review, and College and University priorities.
personnel changes may have occurred that 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 hiring faculty in coordination with other departments as clustered searches in related fields, or 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.

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. 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 2019/20. 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. At the March 27 CCD meeting, we will have a discussion of strategic areas where interdisciplinary programs and departments hope to partner in building cross-programmatic and cross-departmental strength in the next few years.

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 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.

Your five-year hiring plan should be summarized in a list of positions you wish to fill and the ideal timing for the searches, along with a brief (no more than 3 pages) report of the relevant inter- and intra-departmental discussions and rationales for making these hires.

Recruiting a Diverse Pool of Outstanding Candidates

Increasing and fostering diversity poses different challenges in different fields. In developing hiring proposals, please 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. 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. Think carefully about how you can enlarge the pool of diverse, outstanding candidates through coordinated recruitment and outreach activities. In making your five-year plans, you might consider a two-year search process with the intention of building a diverse pool over the
first year (particularly if you are proposing a senior search). You may also want to consider proposing a cluster search in cooperation with other departments to meet diversity goals.

Instructions for Preliminary Search Proposals

Along with the prioritized five-year hiring plan, you are asked to provide preliminary proposals for any hire(s) you want to make in 2019/20. Proposals should show how the hire(s) would align with the current strategic vision of your department, with the context of your five-year planning. At this stage, do not submit the forms that would be required for final proposals.

The preliminary search proposal memo consists of:

- **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);
- **Description/Justification:** A concise but more complete and specific description of the teaching and research needs to be filled by this position. State how the proposal meets the first three selection criteria, and criteria 4, 5, and/or 6 as appropriate. (300 words max.)
- **Diversity Plan:** Describe what you have done and plan to do to develop a diverse pool of outstanding applicants. Please feel free to consult with Faculty Actions, me, and the appropriate associate deans as you develop this plan. (200 words max.)
- **Timetable:** Identify the approximate time period for search advertisement and conference recruitment in your discipline. You may leave open the possibility of beginning a search in one year with the intention of building a diverse pool over the course of the intervening year (particularly if you are proposing a senior search).
- **Cluster Hiring Proposals:** If you are proposing a search as part of a cluster of searches coordinated with other departments, explain this and be sure those departments submit documents that reflect these clusters.

CCD Informal Discussion: Exploring Interdisciplinary Partnerships

At the March 27 CCD, chairs and directors are welcome to briefly summarize areas where they hope to partner in building interdisciplinary strength in the next few years. Directors and chairs who want to bring topics to the floor should send the following information to Laura Wipf (with cc: to Alex Lundsted) by March 25: area(s), short descriptive title, chair and/or director contact(s).

Faculty Recruitment Schedule

- Starting now: Meet with associate dean of your division; engage in department, program, and interdisciplinary discussions to develop a preliminary set of search priorities.
- March 25, 2019: Departments and programs can, if they like, submit interdisciplinary strategic partnership areas to the Office of Faculty Actions at lwipf@bu.edu with cc: lundsted@bu.edu
- March 27, 2019: CCD meeting, including discussion of interdisciplinary partnership areas
- April 12, 2019: Deadline for submitting five-year hiring plan and preliminary search proposals to the CAS Office of Faculty Actions at lundsted@bu.edu
- April 26, 2019: Dean’s Office invites development of full proposals.
• May 17, 2019: Final faculty recruitment proposals for searches due to the Office of Faculty Actions at lundsted@bu.edu
• June 2019: The Dean and Associate Deans develop the CAS search priority list for submission to Provost.
• Fall 2019: Announcement of Provost-authorized searches.

cc: Department/Program Administrators
CAS Associate Deans
Richard Wright, Assistant Dean/Faculty Actions
Laura Wipf, Director/Faculty Actions
Alex Lundsted, Tenure & Promotion Coordinator/Faculty Actions
Nancy Geourntas, Executive Assistant to the Dean