

IBS APPOINTMENT PROCEDURES FOR TENURE OR TENURE TRACK FACULTY

In all cases, procedures described in the faculty handbook are to be followed and take precedence over IBS procedures or conventions.

1. The Dean determines the need and budget feasibility for a new T/TT faculty member. The long-term goals of IBS guide the selection of the field in which the search is to be conducted.
2. The Dean obtains authorization from the Provost to conduct a national search for a new faculty member OR obtains approval from the Provost to make an appointment without a national search and follows the procedure in the Provost's document "[Appointment in the Tenure Structure without National Searches Guidelines.](#)"
3. The Dean appoints a chair of the search committee and, in consultation with the Dean, the chair forms a committee of 3-5 members, at ranks equal to or higher than the proposed new position.
4. An advertisement and search plan are drafted. The search plan must conform to Brandeis University's practices that support diversity, equity, and inclusion. The advertisement must include a diversity, equity, and inclusion statement. A search budget is determined. The advertisement is distributed to all faculty at IBS.
5. The search committee reviews applications and determines which candidates to interview based on a candidate's CV, job market paper, previous teaching evaluations (if relevant), field of specialty, and letters of recommendation. In all cases, at least three letters must be obtained before a recommendation is made to the Dean.
6. Initial, first-round interviews are conducted by the search committee.
7. Finalists are brought to campus for in-person interviews. Campus visits generally include office visits with other faculty, the Dean and Associate Dean of Academic Programs, lunch, dinner and a research seminar.
8. A faculty meeting is held where all faculty are invited to give input on the candidates to the search committee.
9. Once the top candidate is identified by the search committee, a recommendation is made to the Dean by the chair of the search committee. Once the Dean has made a decision, the Dean notifies the chair of the search committee.
10. The chair of the search committee notifies the candidate that an offer will be forthcoming.
11. The salary is determined jointly by the Dean (with input from faculty members, AACSB data, market value, current or competing offers, etc.).
12. An offer letter is sent from the Dean to the candidate. Previous offer letters should be consulted for format.
13. After an offer is accepted, but before an appointment starts, a background check form is sent. Upon receipt of a satisfactory background check form, the appointment is processed.

NOTES:

Assistant Professor on Tenure Track: Initial appointment is for three years. After three years, the faculty member may be reappointed for an additional four years. A faculty member goes up for tenure during their 7th year. After reappointment, the candidate should expect to be scheduled for either 2-0 or 0-2 teaching (i.e. a one course reduction and two courses in either fall or spring) in their 4th or 5th year.

Associate Professor without tenure: Appointments without tenure are for three years. If a candidate is hired as an Associate Professor without tenure, they may be considered for tenure during the second year of appointment.

Associate Professor with tenure: The hiring process must also follow the tenure procedure as outlined in the faculty handbook; a department review, an ad hoc committee review, approval from the Provost, and final approval from the Brandeis Board of Trustees.