

Appointment Procedure and Wrap-up

- After all the finalists have been interviewed, the members of the search committee, the department chair, the Associate Dean, the Dean of the College, the Assistant to the President for Institutional Diversity, and the President meet to discuss the candidates. This meeting should be scheduled to take place as soon as is practicable after the last on-campus interview and should precede any departmental discussions about the candidates.
- Following departmental discussions about the finalists, the department chair should submit a recommendation concerning which candidate should be offered an appointment to the Associate Dean using the “Tenure-Track Faculty Appointment Form” (www.stolaf.edu/offices/doc/media/appt_form_tt.pdf). The recommendation to make an offer to a candidate must be approved by the Associate Dean, the Dean of the College, and the President before an offer can be made. The President has final authority on all faculty appointments.
- In any written or oral communication with the candidate concerning an offer, the most the department chair should express is the department’s decision to *recommend* that the candidate be offered a position. In most cases, the Associate Dean will communicate the terms of the college’s offer to the candidate. The President sends the actual written offer after the candidate has indicated his/her willingness to accept the terms of the offer.
- Once a candidate has accepted an offer from the college (or it is decided that the search has failed), the chair of the search committee should send a written notice to any candidate interviewed but not hired. Simply thank the applicant for his or her interest in St. Olaf, and state that the college has hired someone else for the position.
- At the conclusion of the search, the chair of the search committee should submit a recruitment report. This form should be completed as soon as possible after the conclusion of the search.
- All search-related materials (e.g., all inquiries and application materials that were received, copies of all correspondence with applicants, written records of all contacts with applicants, including interviews held on- or off-campus, candidate rankings, etc.) must be kept in a secure place by the department for thirteen months after completion of the search. After that time, these materials should be destroyed.