

Appointment Procedure and Wrap-up

- After consulting with their departmental colleagues as well as the chairs and directors of appropriate departments and interdisciplinary programs, the department chair supervising the search should give the Associate Dean an oral assessment of each candidate interviewed on campus. This report should be made as soon as possible after the interview.
- After all the finalists have been interviewed, the department chair, the Associate Dean, the Dean of the College, 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. At least one full working day prior to this meeting, the Associate Dean, the Dean of the College, and the President must receive a written narrative summary of the department's assessment of the strengths and weaknesses of each finalist candidate.
- A recommendation to make an offer to a candidate must be approved by the Associate Dean, the Dean of the College, and the President. 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 offer to the candidate. The President makes the actual written offer after the candidate's verbal acceptance of 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 another person for the position.
- At the conclusion of the search, and no later than April 15, 2007, the chair of the search committee should send a completed recruitment report form to the Assistant Provost. Copies of this report should be sent to the Associate Dean, the Affirmative Action Officer, and the Director of Human Resources.
- 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 for one year after completion of the search. After that time, these materials should be destroyed. For additional advice or help on record keeping issues, please contact the Human Resources Office.