**Faculty Recruitment Authorization: Form 1**

Form 1 is the initial request from the Department or Program for the Dean(s) to review and approve to search for a position.

* Faculty searches are to be conducted according to the following guidelines:
  + [IDE Guide for Dartmouth College Faculty Searches](https://www.dartmouth.edu/ide/recruitment/revisedfacultyguide2018.docx)
  + [Handbook of the Faculty of Arts and Sciences](https://faculty.dartmouth.edu/dean/sites/faculty_dean.prod/files/dean_faculty/wysiwyg/facultyhandbook_may_2022_i.pdf)
* Form 1 is due to the Associate Dean’s office by June 30.
* A position cannot be advertised until an approved Form 1 has been received by the department from the Associate Dean’s Office (via email) with a position number assigned.

**Date:** Enter the date form created.

**Position**

Department/Program: Type in Department/Program

Rank: Choose rank.

Is this an existing or new line? Choose an item.

If existing, name of faculty member to be replaced by this new hire: Type name.

Identify position subfield(s): Type Subfield.  
 *Please note, subfield may differ from that of faculty member being replaced.*

Is this recruitment modeled on Mellon Postdoc-to-Tenure-Track (MPT)?  Yes  No

**Search Committee**

Search committee chair: Type Name. Department/Program Department/Program.

Department/Program Administrator responsible for managing the search process:   
Type name (and Department/Program).

Search committee members and Department/Program: Type Name (and Department/Prog), Name (Department/Prog).

Committee composition will be reviewed by Associate Dean(s) and IDE; changes may be required. Any changes proposed after the approval of this Form require additional review by Associate Dean(s) and IDE.

**Proposal Checklist**

The proposal should be developed with broad consultation and requires several stages of review.

Senior Advisor for Faculty Development, Diversity, and Inclusion - Arts and Sciences

Office of Institutional Diversity and Equity (IDE)

Office of Visa and Immigration Services (OVIS) (ad only)

* Who on the faculty reviewed this proposal?

Chair

Proposed search committee

Faculty closest to the proposed area

All department/program faculty

Faculty outside the department/program  
 If Faculty outside the department/program is checked, please list

* Who on the faculty reviewed the proposed ad?

Chair

Proposed search committee

Faculty closest to the proposed area

All department/program faculty

Faculty outside the department/program   
 If Faculty outside the department/program is checked, please list

* This proposal:

Builds on existing strengths in the department/program

Brings a new area not currently represented in the department/program

* Have you updated your Recruitment Plan? Yes  No
* Is this proposed hire an endowed position (such as a Presidential Cluster)?  
    Yes, *Type which cluster or endowed position.* No
  + If yes, have you consulted with the Associate Dean regarding any potential field restrictions or search committee composition?  Yes No

**Resources**

Office Location: Type building and office #.

Lab/Studio Location: Type building and lab/studio, etc. (or n/a).

1. Estimated start-up costs, including direct and indirect one-time expenses:

1. If possible, describe the physical space(s) needed for this position (lab, studio, etc.). Are these currently available or will any significant renovations be required?
2. Describe any other specific resources needed for this position (equipment, library materials, staff, etc.). Are these currently available or will arrangements need to be made?

**Proposal Narrative**

1. Describe the position you propose to fill.  
   Recommended Length: 500 words
2. How will this position contribute to the research and curricular profile of your department/program? Discuss, for example, how the proposal relates to both established and emerging trends in the field. If relevant, describe how this position might strengthen the research and curricular profile of other departments or programs.  
   Recommended Length: 500 words
3. Assess the potential of this position to contribute to college-wide diversity goals. Review the recruitment guidelines in the [IDE Guide](https://www.dartmouth.edu/ide/recruitment/revisedfacultyguide2018.docx), [Faculty Handbook](https://www.dropbox.com/s/kiquz9zc8fo1oii/Faculty%20Handbook%20Nov%202020%20recruitment.pdf?dl=0), and your own Recruitment Plan to outline the demographic context and diversity-oriented resources for this search.
4. Review the Arts and Sciences [Mentoring and Professional Development Guidelines](https://faculty.dartmouth.edu/dean/research-teaching-support/other-dartmouth-support/mentoring-professional-development). Describe your plans to support faculty success, including any that may be particular to the proposed position. Summarize any departmental initiatives that are contributing to a positive climate for retention.
5. Explain the rationale for each of the proposed search committee members.

**Recruitment**

1. Describe your anticipated recruitment timeline below:
   1. Ad date Ad date.
   2. Deadline for applications Deadline date.
   3. Anticipated on-campus interview time period:
2. List where the position will be advertised.
3. What steps will be followed to ensure a diverse applicant pool?

**The Ad**

1. Position Title in Interfolio: :
2. One-paragraph ad (the word-limited version required for some listings).
3. Full ad (Interfolio or describe necessity for using an alternate platform). In drafting your ad, consult the [template of recommendations](https://www.dropbox.com/s/gibvthymienx8eb/Ads%2C%20Recommended%20Content.docx?dl=0) that relate to diversity and inclusion and the [ad guidelines from the Office of Visa and Immigration Services.](https://www.dropbox.com/s/pihtlj7y2i6fmgx/Ads%2C%20OVIS%20Guidelines%20for%20Faculty%20Search.docx?dl=0)

**Approvals**

A position cannot be advertised until an approved Form 1 has been received by the department from the Associate Dean’s Office (via email) with a position number assigned.\*

1. OVIS review of ad Attach email approval from OVIS Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Search committee chair Date:
3. Dept/Program chair Date:
4. Dept/Program chair\*\* Date:
5. Senior Advisor for   
   Faculty Development Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. IDE EEO/AA officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Associate Dean Date:
8. Associate Dean\*\* Date:
9. Dean of Faculty Date:
10. Provost\*\*\* Date:

Position Number assigned by Associate Dean’s Office:

\*After the approvals and the assignment of the position number, the Associate Dean’s office will forward copies to the Search Committee Chair, to the Office of Institutional Diversity & Equity (IDE), and to the Arts and Sciences Finance Center (ASFC) via email. The Associate Dean’s Office will retain the original copy of this Form.

\*\*For joint positions, both department/program chairs and respective Associate Deans must approve.

\*\*\*If the proposed hire will be part of a Presidential Cluster, the Provost must approve.