

## Recruitment Process: (3) Professor

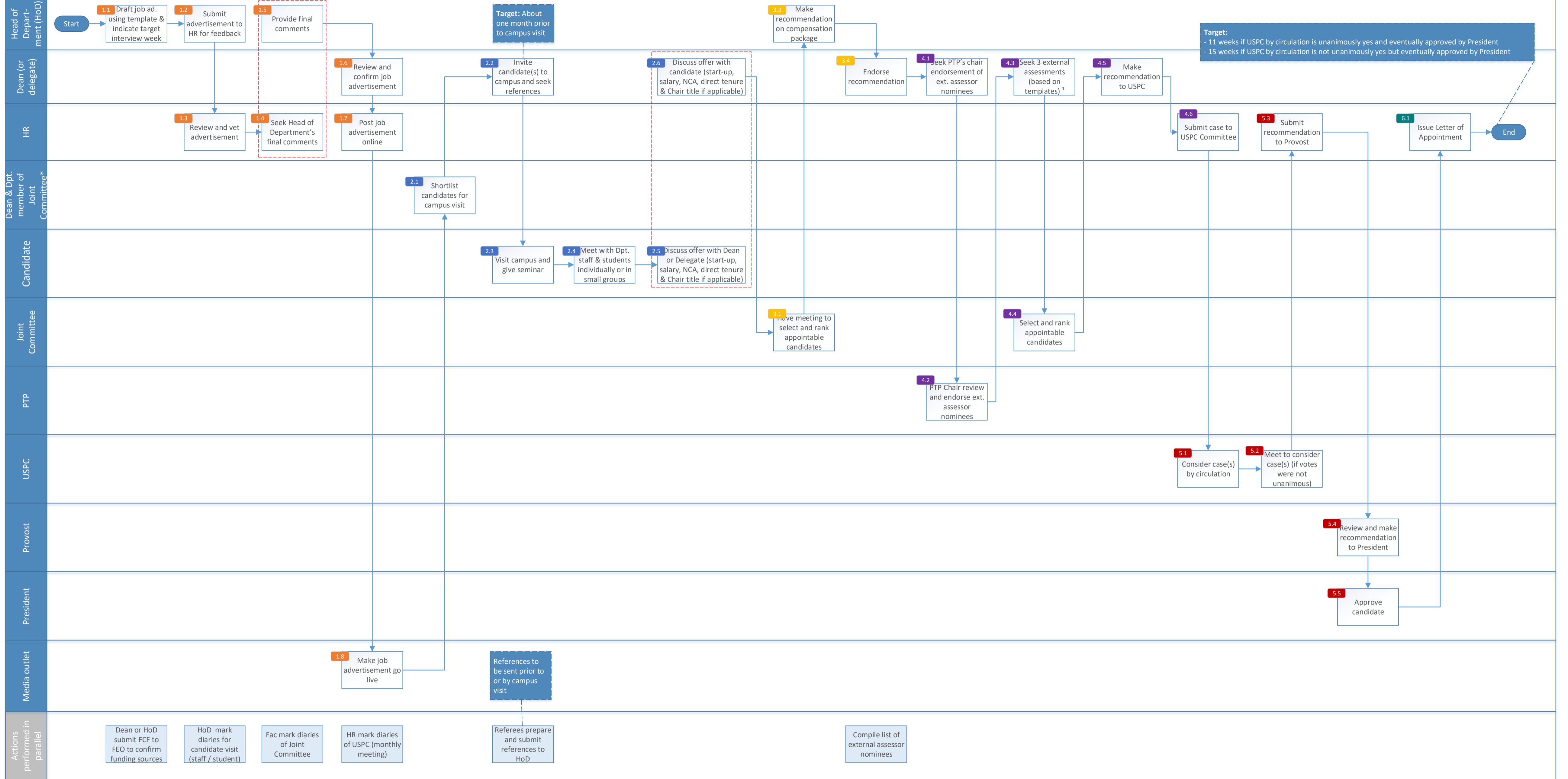
Action done in parallel	Owner
Submit FCF to <b>FEO</b> to confirm funding sources	Dean or HoD
Mark diaries of staff and/or students involved in candidate campus visit(s) and interview	HoD
Mark diaries of <b>Joint Committee</b>	Fac
Mark diaries of <b>USPC</b> (monthly meetings)	HR
Referees prepare and submit references	HoD
Compile list of external assessor nominees	HoD

Action		Owner
<b>STAGE 1 PREPARATION &amp; ADVERTISING</b>	a.	Draft advertisement (use template; indicate interview week)
	b.	Submit advertisement to <b>HR</b> for feedback
	c.	Vet advertisement
	d.	Seek <b>HoD's</b> final comments
	e.	Confirm advertisement
	f.	
	g.	Advertisement live
<b>STAGE 2 CAMPUS VISIT &amp; INTERVIEW</b>	a.	Shortlist <b>candidates</b> for campus visit and interview
	b.	About one month prior to campus visit: <ul style="list-style-type: none"> <li>▪ Invite <b>candidate(s)</b> to campus</li> <li>▪ Seek references (request submission before/by campus visit)</li> </ul>
	c.	Campus visit: <b>candidate(s)</b> : <ul style="list-style-type: none"> <li>▪ has interview</li> <li>▪ gives seminar; has individual meetings with departmental staff and students; discusses offer (e.g., start-up; approximate salary, NCA)</li> </ul>
<b>STAGE 3 SELECTION &amp; ENDORSEMENT</b>	a.	Meeting: select and rank appointable candidate(s) and decide whether to do a tenure review
	b.	Make recommendation to the <b>Dean</b> on compensation package
	a.	Inform the candidate about the tenure review
<b>STAGE 4 EXTERNAL ASSESSMENT</b>	a.	Seek <b>PTP chair's</b> endorsement of external assessor nominees
	b.	Seek <b>3 external assessments</b> (based on template); (require maximum of two pages; indicate submission deadline; include remuneration (suggest USD200))
	c.	Select and rank appointable candidates
	d.	
	e.	Submit case(s) to USPC via HR
<b>STAGE 5 APPROVAL</b>	a.	Consider case(s) by circulation
	b.	Meeting: (if votes were NOT unanimous) to consider case(s)
	c.	Submit recommendation(s) to Provost
	d.	Make recommendation(s) to President
	e.	Submit recommendation(s) to President
	f.	Approve candidate(s)
<b>STAGE 6 OFFER</b>	a.	Issue <i>Letter of Appointment</i>

Working days	Weeks	
5	5	<b>TARGET:</b> <ul style="list-style-type: none"> <li>▪ 11 weeks if USPC by circulation is unanimously yes and eventually approved by the President</li> <li>▪ 15 weeks if USPC by circulation is not unanimously yes but eventually approved by the President</li> </ul>
22		
10	7	
20		
5		
1		
1	1	
1		
5	5	
15		
1		
1		
4		
5	5	
15		
3		
2		

# Recruitment of Professor

End-to-End process



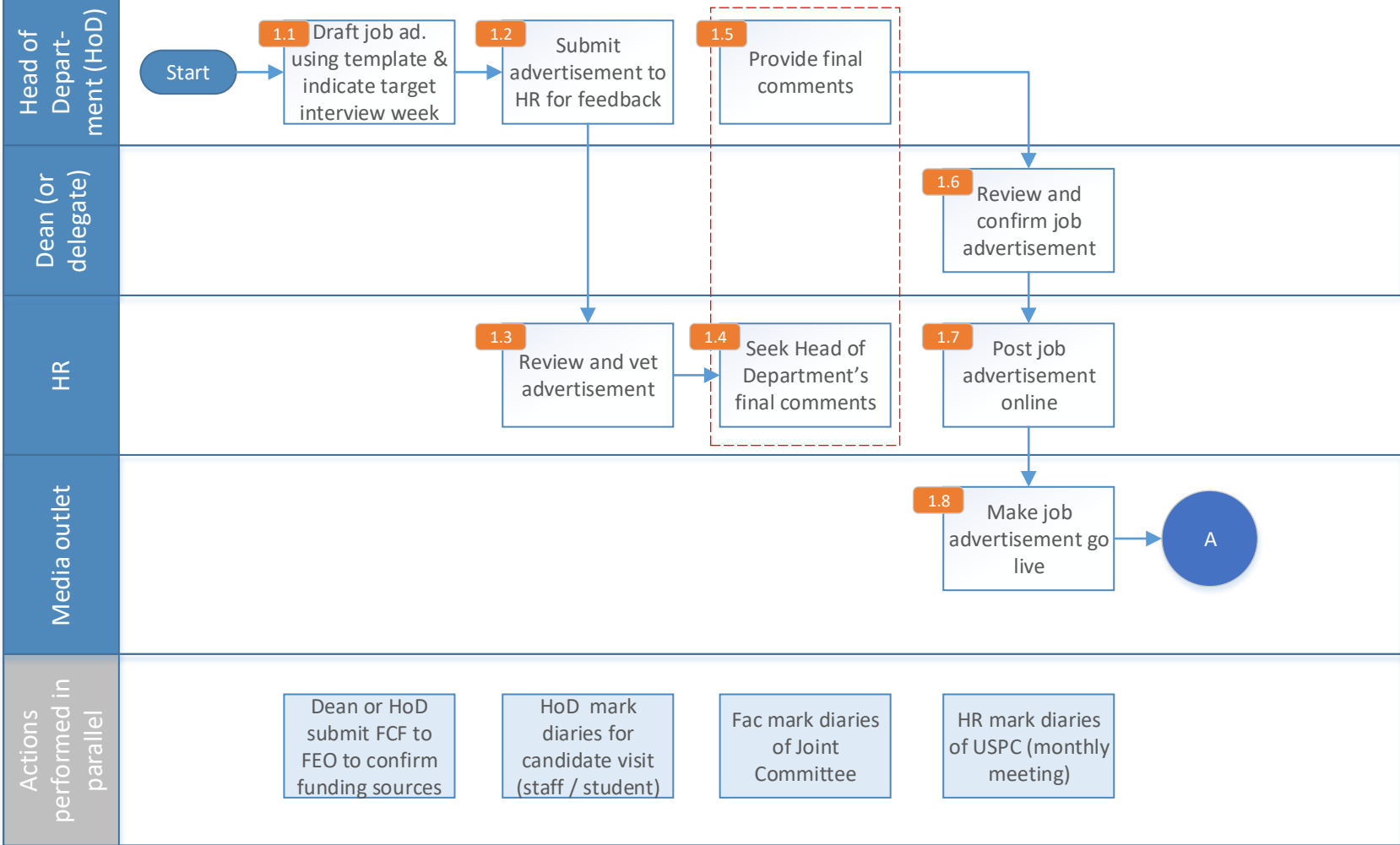
\* Shortlisting of candidate performed by Dean (or delegate, e.g. Associate Dean or Department Head) and the Departmental members of the Joint Committee

<sup>1</sup> Assessments require maximum of 2 pages, are requested along with deadline and include remuneration (suggestion of USD200)

- 1.x Preparation and advertising
- 2.x Campus visit
- 3.x Selection and endorsement
- 4.x External assessment
- 5.x Approval
- 6.x Offer

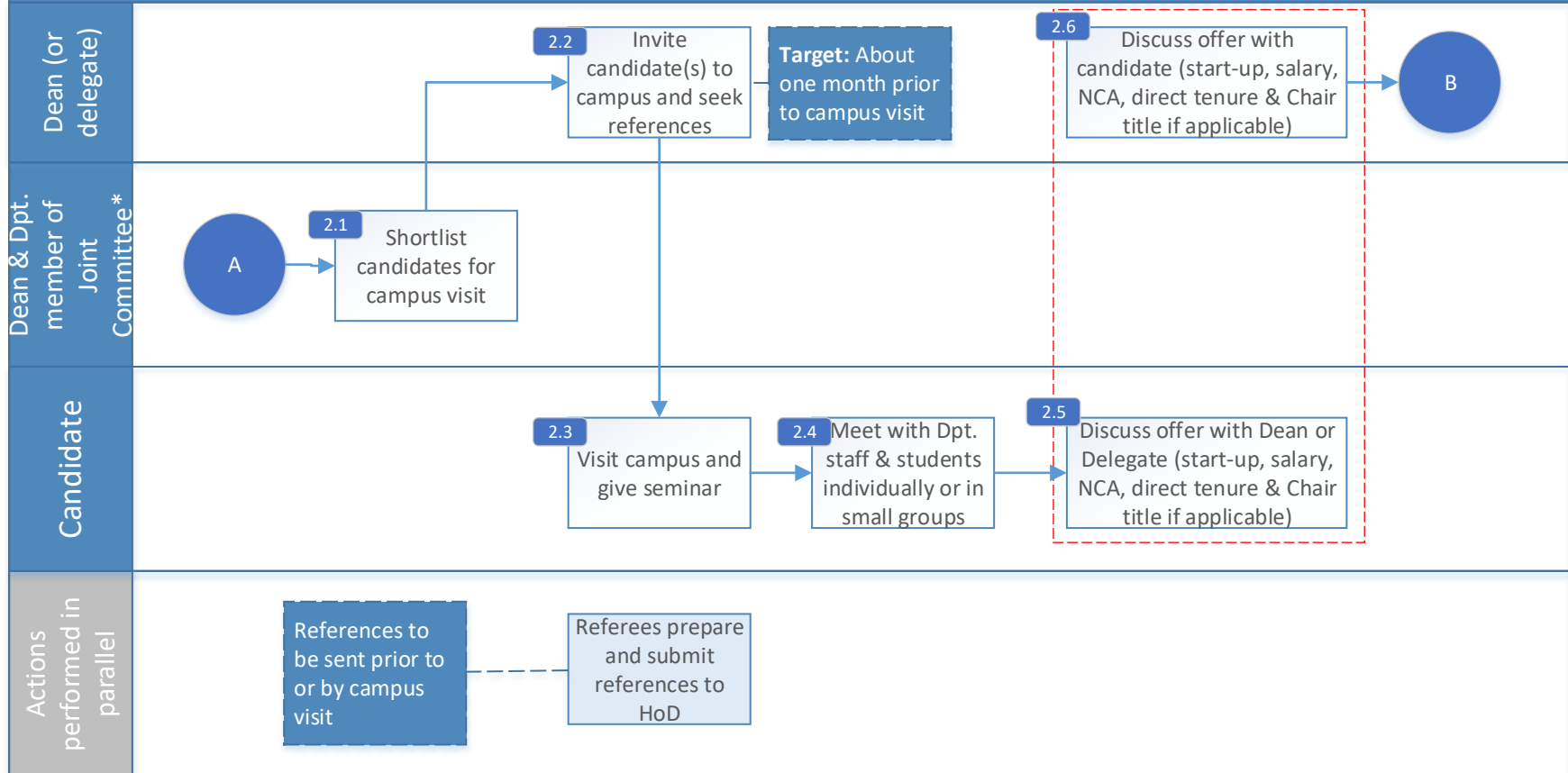
# Recruitment of Professor

## 1. Preparation & Advertising



# Recruitment of Professor

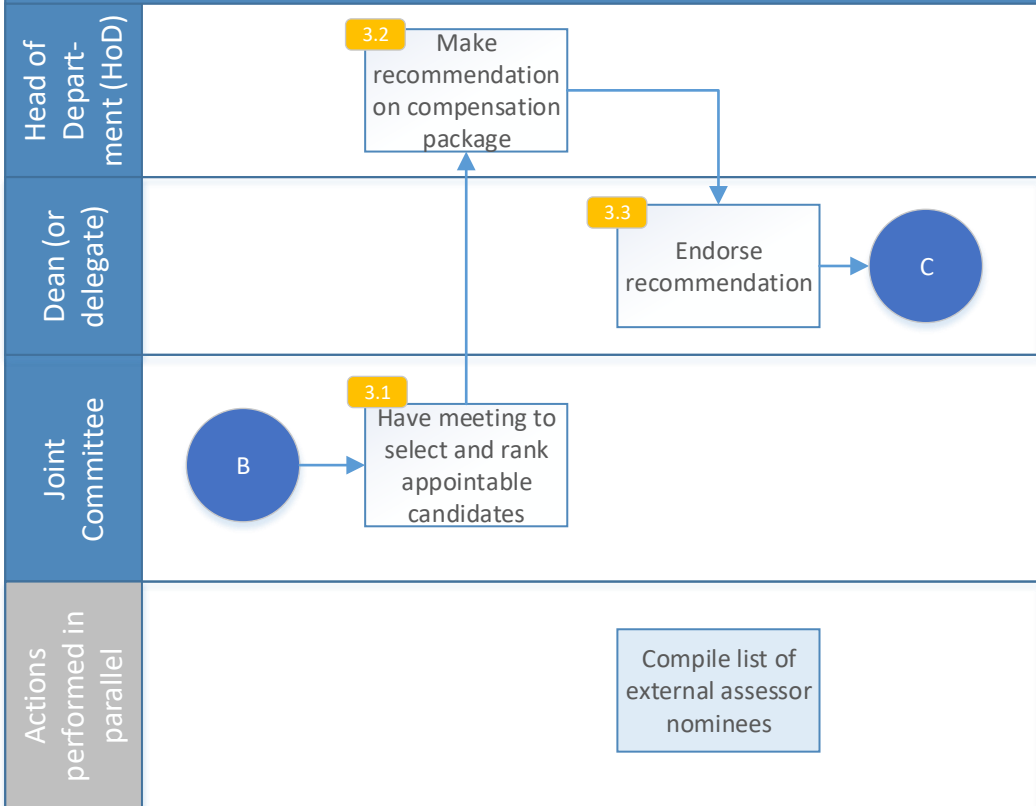
## 2. Campus visit



\* Shortlisting of candidate performed by Dean (or delegate, e.g. Associate Dean or Department Head) and the Departmental members of the Joint Committee

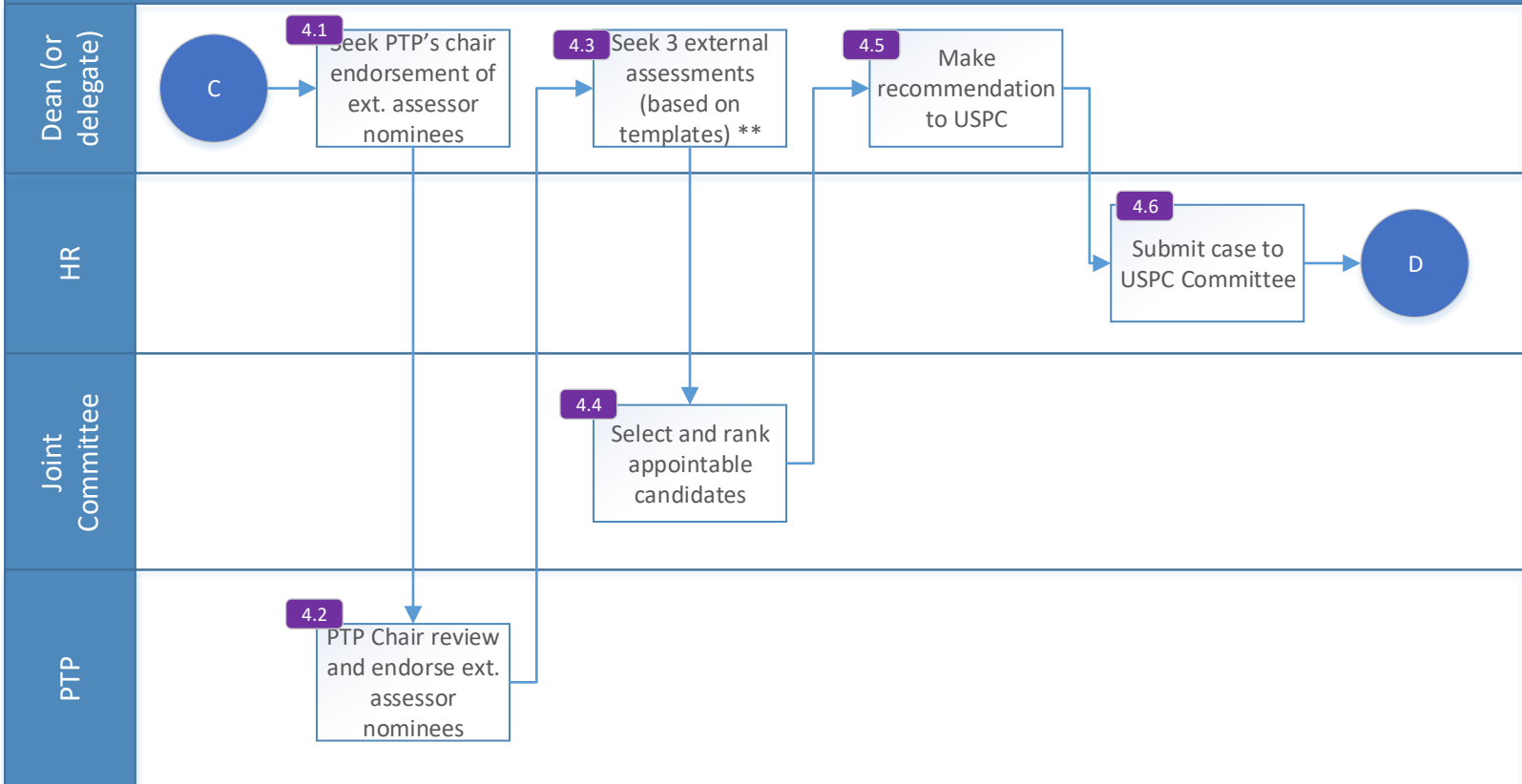
# Recruitment of Professor

## 3. Selection & Endorsement



# Recruitment of Professor

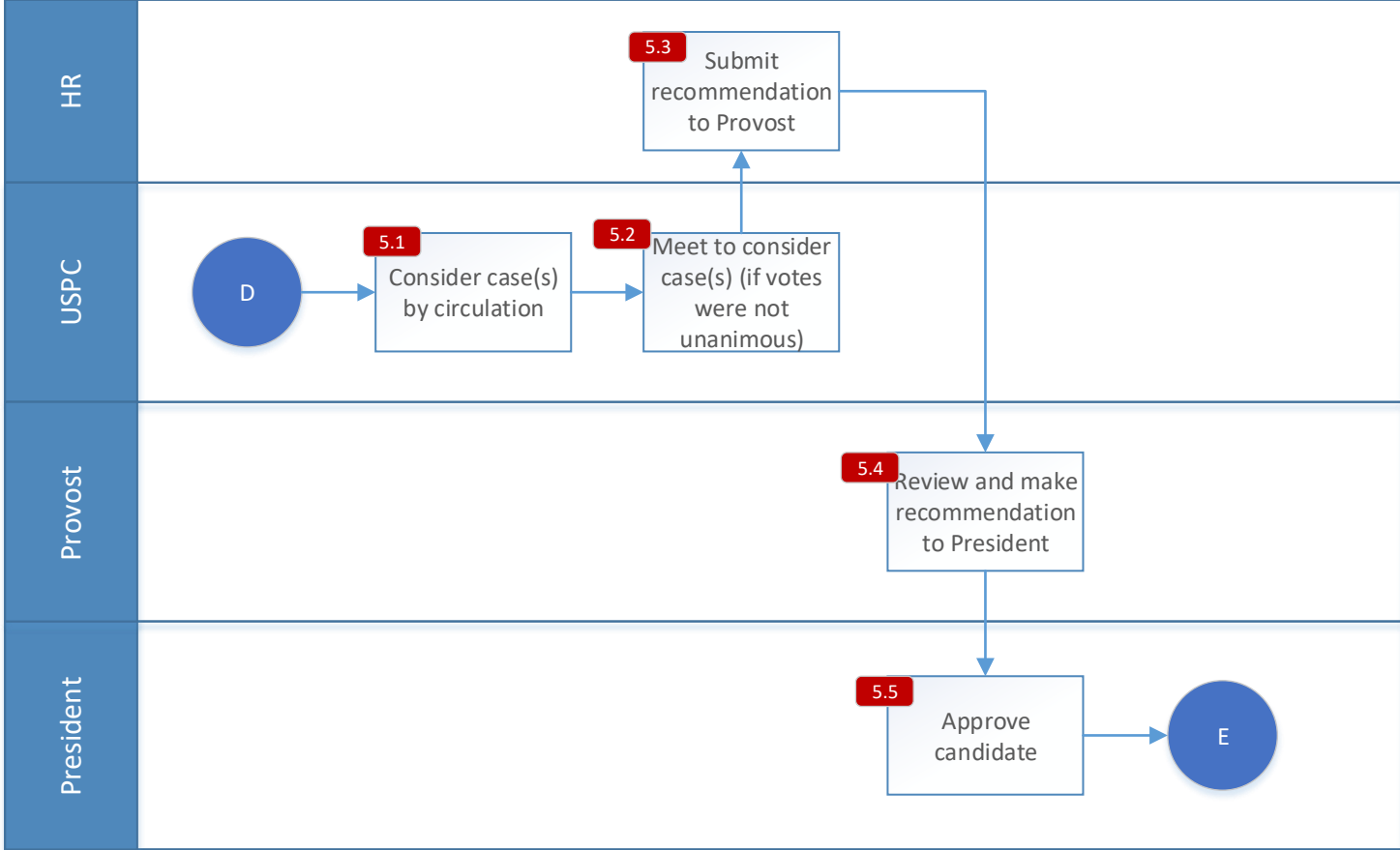
## 4. External Assessment



\*\* Assessments require maximum of 2 pages, are requested along with deadline and include remuneration (suggestion of USD200)

# Recruitment of Professor

## 5. Approval



## Recruitment of Professor

### 6. Offer

HR



#### Target:

- 11 weeks if USPC by circulation is unanimously yes and eventually approved by President
- 15 weeks if USPC by circulation is not unanimously yes but eventually approved by President