Faculty Search Checklist

Candidate’s Name _______________________________________

Rank _________________________________________________

Initial Appointments – Assistant Professor, Associate Professor, Professor*

When hiring an individual at the rank of Assistant Professor, Associate Professor or Professor (after the Request for Faculty Position has been approved), a Faculty Search Questionnaire must be submitted to the Office for Faculty Affairs and to the Office for Equal Opportunity Programs (EOP) after a proposed candidate has been identified, but before an offer letter has been extended.

A Faculty Search packet must be submitted even if the proposed candidate has served at Yale in another rank, such as Postdoctoral Associate, Associate Research Scientist, or Clinical Professor.

Please submit these items with the search packet:

_____ 1. Completed Faculty Search Questionnaire
   Be sure that the term dates are included. It is not sufficient to list the length of the term.

_____ 2. A copy of each advertisement placed in a journal, online source and other venues
   It is a federal requirement to have at least one print or on-line ad placed in a professional journal. The ad must be available to the public for a minimum of 30 days before applications are closed. Send drafts of ads to the Faculty Office and EOP. The ad submitted with the search packet should not be more than one year old.

_____ 3. A copy of posters, flyers, letters
   Additional materials sent to department chairs and/or section chiefs should also be included.

_____ 4. Final Candidate List
   Please compare the qualifications of each candidate to those stated in the ad. Do not compare the candidates to each other.

_____ 5. A full CV for each person listed on the Final Candidate List
   It is not necessary to include a Yale-format CV.

_____ 6. Three letters of recommendation for the proposed candidate

* A Faculty Search is not needed for research, voluntary or secondary appointments.