

**COLLEGE OF LIBERAL ARTS & SCIENCES
POLICIES/PROCEDURES IN SEARCHES
FOR VISITING FACULTY APPOINTMENTS**

N.B.: Authorization for ANY visiting line must come to the DEO in writing from Executive Associate Dean Raúl Curto.

1. APPOINTMENTS OF MORE THAN 12 MONTHS, AT 50% EFFORT OR MORE

For visiting faculty who are to be appointed at 50% effort or more for 12 months or longer, recruitment procedures are the same as those for tenure-track faculty (see the College's Administrative Help Pages, <https://clas.uiowa.edu/deos/administrative-manual-recruitment-procedures-tenure-track-faculty>). However, the candidates are not usually invited for on-campus interviews. *Please remember that if any possibility exists that a one-year position may be continued to a second year, it must be run as a formal Affirmative Action search from the start.*

2. APPOINTMENTS OF LESS THAN 12 MONTHS, AT 50% EFFORT OR MORE, SPANNING BOTH SEMESTERS

Advertising. When authorizing a position of at least 50% time spanning two semesters, Dean Curto will request that, as soon as practicable, the DEO or search committee chair address a letter to him describing the plan the department expects to follow in disseminating information about the vacant visiting line, including:

- the text describing the terms of the visiting appointment, and
- the manner of distribution of the vacancy notice (ad? internet? professional listservs? individual colleagues? other schools and universities?).

Dean Curto will review the information and respond with an approval or with suggestions.

Choosing Interviewees. Once an applicant pool has been developed, the search committee fills out the Form B (www.uiowa.edu/~eforms/aa/recformbpg1.pdf; www.uiowa.edu/~eforms/aa/recformbpg2.pdf), listing and rating all applicants, and indicating in the "Action" column those individuals being proposed for interviews (by phone, not on campus). The Form B, along with the *curricula vitae* of proposed interviewees and a cover letter summarizing their credentials, is sent to Dean Curto. In the spirit of the shared goal of diversity, the letter should explain cases in which women and known minorities are in the applicant pool, but none are proposed for interviews.

Dean Curto will review the information and respond with approval or suggestions.

The Offer of Appointment. Once the faculty has agreed on a candidate, the DEO sends Dean Curto a letter stating the reasons for the finalist choice and includes the draft of the offer letter (contact y_gpf {/gxcpu@uiowa.edu for the model offer). *When Dean Curto has notified the department of his approval*, the offer letter may be released. If the candidate accepts, the department keeps the original of the signed offer letter and sends a copy to Alaina Neu, 240 SH.

3. APPOINTMENTS OF LESS THAN 50% EFFORT OR LESS THAN 12 MONTHS

For visiting appointments of less than 50% or less than one academic year, the search is not subject to review by either CLAS or the Office of Affirmative Action, although the department is expected to hire affirmatively so far as is practicable. The offer letter must follow the College's model offer letter (contact y_gpf {/gxcpu@uiowa.edu for the model), and *Dean Curto must approve the draft offer letter* before it is released to the candidate.