Joint Faculty Recruitment with Ira Fulton Schools of Engineering (Rev 5.15.18)

The Ira A. Fulton Schools of Engineering (FSE) are pleased to participate in the recruitment and hiring of faculty members jointly with other college units within ASU. This document summarizes the process and is intended to help facilitate the logistics for the recruitment and hire of faculty through posted/advertised searches.

These guidelines are independent of where the tenure home of the new faculty member will reside and assumes that the finances of the hire are shared in some measure between two units in different colleges. It is also assumed that one unit will be designated with the responsibility of managing the logistics of the search. A process for conducting the joint search follows.

1. A search committee is formed with representatives of both the units participating in the recruiting process starting with membership on the search committee.

2. The two units participate in the development of the Faculty & Academic Professional Search Plan and the advertisement of the position according to ASU’s guidelines and submit for college/dean approval. The unit managing the search informs the partner unit of the hiring plan number and the OEI job number once those are assigned.

3. The advertisement is posted by the unit managing the search with a copy added to FSE’s Faculty Recruitment landing page and the partner unit’s website if applicable.

4. After considering the input from the search committee, the directors of the involved units identify the candidates to be invited for on-campus interviews and submit the list to deans of both the academic units for approval. A brief justification and the CV of each candidate will be included.

5. The unit managing the search submits the Applicant List (AL) assessed and signed by the directors and deans to the provost along with the CV of the candidates selected for interview, inclusive of teaching and research statement.

   The AL must include a brief justification for any decision not to interview any candidate who is female or who self-identified with an ethnicity code (B-Black, H-Hispanic, P-Pacific Islander/Native Hawaiian or N-American Indian/Alaskan Native). Note that the interviews cannot be scheduled until the provost’s approval is received for the submitted AL.

6. The directors of the two units identify the top candidate and discuss the parameters of an offer of employment with the deans. The director of the unit managing the search leads negotiations for an offer of employment with the candidate. The unit managing the search drafts a Memorandum of Understanding (MOU) between the two involved units and colleges, which may be produced at this stage. The following documents should be available to the parties involved in the discussion:
   - Complete application (cover letter, cv, teaching and research statements)
   - Reference letters
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- Seminar abstract
- Visit Itinerary
- Faculty feedback
- Start-up packages

7. The unit managing the search prepares the final AL and routes it to the other unit’s director and the deans for their signatures.

8. The unit managing the search (if outside of FSE) sends formal offer letter signed by candidate to FSE.

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