

College of Engineering Guidelines on Joint Faculty Searches

Faculty searches for joint appointments between two or more College of Engineering (COE) departments will be conducted in a manner that generally follows the usual College Faculty Recruitment Guidelines (<http://resources.engr.udel.edu/#policies>). This document highlights special considerations for such joint searches at specified steps in the process.

Overall

Ultimately all involved departments will have to vote on the final candidates, so it is of the utmost importance that all departments and their faculty are kept up-to-date throughout the process.

Step 2. Search committee formation

The search committee should include an approximately equal distribution of faculty from the participating departments.

Step 3. Development of rubrics, ad, advertising locations

The Department Chairs and search committee should decide a priori criteria for acceptable candidates and develop the rubric, job ad, and advertising plan accordingly. Important questions to consider include: Does the final candidate have to have a primary appointment in one department or is any of the participating departments acceptable? Will it be up to the candidate to choose? Will the final candidate be expected to teach in multiple departments or in just one? What is the range of research areas that would be considered acceptable? While it is preferable not to make the job description overly narrow, if some configurations are ultimately going to be unacceptable, they should be identified at the start of the process.

Step 8. On-campus finalist interviews

On-campus finalist interviews should include balanced opportunities to meet faculty from all involved departments. They may have to be longer than typical to accommodate additional meetings.

Step 9. Offer developed

Development of the offer will be led by the Department Chair of what will be the primary department. An MOU, like those for all joint appointments with nonzero workload, should be drafted and signed at the time of the offer to ensure clarity among all involved (faculty member and all department chairs). See Procedures for Special Faculty Appointments for MOU instructions and templates (<http://resources.engr.udel.edu/#policies>).