

STEPS FOR EXTERNAL HIRE SEARCHES
MAKE AN OFFER REQUEST

RESEARCH TRACK NON-TENURE APPOINTMENTS
ALL RANKS

Please be reminded, for all **one-year (1) offer and appointment requests**, the dean has final approval. For all **multi-year offer and appointment requests**, the provost has final approval.

1. For research track external hires, the principal investigator (PI) must submit an **Authorization Request** in the form of a letter addressed to their department chair.
 - a. Detailed justification for the request
 - b. Details of the position
 - c. Financial implications
2. The PI creates a search committee.
3. Search committee members who have **not** attended an Inclusiveness Training Session must participate in the mandatory training. Contact, Jermaine.a.soto@vanderbilt.edu, for training session opportunities.
4. The search committee meets to plan the process for their search.
5. The search committee submits the **Search Plan Document (SPD)** to the dean's designee for review.
6. Before the search begins, the assistant to the chair, along with the committee chair, will create the position in Interfolio.
7. Minimum required documents to be uploaded into Interfolio by the candidates are:
 - a. CV
 - b. Cover letter
 - c. Statement of research
 - d. Names and email addressed for three (3) letter writers, who will submit letters of reference (LORs) directly into Interfolio
 - e. EEO information
 - f. Other required documents, determined by the search committee
8. The assistant to the chair will send the position forward, through Interfolio, to the dean's designee for review and approval.
9. The dean's designee will approve of the position in Interfolio.
10. The assistant to the chair will finalize and open the position in Interfolio.
11. Advertising the position in journals, social media, etc., can **ONLY** occur at the time the position becomes open in Interfolio.
12. The Interfolio URL link **must** be included in all advertising.
13. Candidates will apply for the position in Interfolio.
14. At the Interfolio close date, the assistant to the chair should close the position in and mark it as "not published", unless otherwise specified by the search committee chair.
15. The committee begins screening candidates.
16. The committee selects a candidate.

17. The assistant to the chair informs the dean's office staff the name of the candidate chosen.
18. In addition to the Interfolio documents, the assistant to the chair submits the following **additional** required documents electronically to the dean's office staff for administrative review:
 - a. The **Report of Recruitment**
 - The search committee submits **Section A** of the **Report of Recruitment** to the department chair, detailing how they implemented the SPD.
 - The department chair submits **Section B** of the **Report of Recruitment**, in letter form, addressed to the dean's designee, requesting the offer and appointment.
 - b. A copy of the draft Offer Letter. NOTE: *Please check the shared BOX folder for the most current version of the Offer Letter.*
 - c. **Funding Form** (RT 12)
19. After administrative review, the offer and appointment request will be forwarded to the dean's designee for review, and if applicable, to the provost.
20. The decision from the dean, or if applicable the provost, will be communicated to the assistant to the chair by the dean's office staff.
21. If the decision is positive, the department can extend the offer.
22. Upon receipt of the signed and dated Offer Letter, the department should continue with the appointment process.