

Hiring Timeline (2008-09)

November 28: Advertising for Fellows program begins: *Chronicle* and minority publication ads placed; general ad distributed to faculty for posting on listservs etc.

January 26 (Monday): Deadline for receipt of applications to Fellows program

January 28: Staff xeroxes vitas and cover letters to distribute to faculty in relevant departments/IAs (other materials available upon request)

******rejection letters sent to candidates who do not make the first cut******

February 20 (Friday): Departmental interview recommendations due. Each department allowed to recommend up to 2 candidates (departments can recommend that one candidate be considered as the primary candidate and the other as an alternate).

February 27 (Friday): Fellows Committee meets to determine which interviews to recommend. After Presidential approval, departments informed whether they can contact candidates to arrange interviews. The Committee determines whether an alternate may be interviewed if a primary candidate drops out before the on-campus interview

******rejection letters sent to candidates who are not recommended (either as primary candidates or as alternates). Letters signed by the Provost******

March 30 – April 10 (Weeks 1 & 2 of Spring Term): FELLOWS INTERVIEW WEEKS (Communications and various sponsors of colloquia informed to keep these weeks as clear as possible to avoid conflicts). Departments expected to complete post-interview reports and get all other feedback to the Fellows Committee within 3 days after the interview. Absolute deadline for feedback and reports is **Tuesday, April 14.**

April 17 (Friday): Fellows Committee meets to discuss reports and decide which candidates to recommend to President

April 20 (Monday): Offers tendered to successful candidates

******rejection letters sent to unsuccessful candidates and alternates. Letters signed by the Provost******

Late Spring: Fellows courses announced via email to students with links to on-line registration