

TO: Lawrence Faculty
FROM: Fellows Committee
**ABOUT: Faculty Procedure for Recruiting Fellows and Departmental/IA
Recommendation Form for on-campus Fellow interviews**

Fellows' applications for your departments will be available in the appropriate building office.

WHAT AM I SUPPOSED TO DO?

PLEASE REVIEW THE APPLICATIONS, DISCUSS THEM WITH YOUR DEPARTMENT/IA AND DECIDE WHETHER ANY OF THE CANDIDATES OUGHT TO BE RECOMMENDED FOR AN INTERVIEW. If you DO NOT find any candidates that you are extremely enthusiastic about, you DO NOT need to do anything. If you believe that one or more candidates would be exciting hires for the program, follow the steps below:

HOW DOES MY DEPARTMENT/IA RECOMMEND A FELLOW FOR AN ON-CAMPUS INTERVIEW?

- 1) ***Talk to department/IA faculty and faculty in related departments*** who might be interested in what the candidate does about recommending the candidate for an interview. YOU OR SOMEONE ELSE will need to volunteer to find out further information about the candidate and to complete the Fellows Recommendation Form (attached).
- 2) ***Phone the candidate:*** An informal phone interview ought to be conducted to assess the candidate's level of interest in the position, availability, whether his or her PhD will be "in hand" before next Fall, and to help you complete the ***Fellows Recommendation Form***. Please use the questions on the ***Fellows Recommendation Form*** to guide your phone conversation. Departments/IA's ought to designate a group or individual faculty member to call the candidate. ASK CANDIDATES WHO DO NOT YET HAVE THE PhD TO HAVE THEIR DISSERTATION CHAIR SUBMIT A STATEMENT TO THE FELLOWS COMMITTEE THAT THE CANDIDATE'S DEFENSE HAS BEEN SCHEDULED OR THE PhD WILL BE IN HAND BY AUGUST.
- 3) ***Fill out the Fellows Recommendation Form:*** Each department can recommend up to two candidates for an interview by filling out a ***Fellows Recommendation Form*** for each candidate. The form must be signed by the Department Chair or IA Coordinator. (If more than one department/IA is interested in recommending the same candidate, they may do so separately via different forms or coordinate their efforts on one form. Departments/IA's ought to designate a group or individual faculty member to complete the form.)

Send Completed Recommendation Forms to the Fellows Committee, c/o President's Office, Sampson House and email a copy to David Burrows). (See Hiring Timeline for due date).

THE RULES:

Departments may recommend up to 2 candidates for an interview (a separate recommendation form is required for each candidate). Submit only one recommendation form per department per candidate. For candidates that cross disciplinary boundaries, separate forms from each department or IA can be submitted, but we strongly suggest coordination between the departments and/or IA's submitting recommendations for the same candidate. Department Chairs or IA Coordinators must sign and submit the form. *We urge departments to provide a second, alternate candidate in case there is attrition before a first candidate can be brought to an on-campus interview.*

ONLY CANDIDATES WHO WOULD BE EXCELLENT HIRES BY THE STANDARDS USED FOR TENURE-TRACK POSITIONS OUGHT TO BE RECOMMENDED FOR AN INTERVIEW. (We would rather that you not recommend any candidates about whom the department or IA is less than enthusiastic). Recommending a candidate reflects a department's or IA's decision to participate fully in the interview and evaluation process (campus interviews are completely organized and run by the department). Interviews will be conducted in the same manner as for tenure-track hiring.

Answers on the FELLOWS RECOMMENDATION FORM will be EXTREMELY IMPORTANT in the Fellows Committee's deliberations about which candidates to bring for on-campus interviews.

A NOTE ON FOREIGN APPLICANTS: For promising foreign applicants, please find out whether they have the proper visa (H1B) for working at a U.S. educational institution. Outstanding foreign applicants who do not have a visa may be considered, but due to legal fees Lawrence would incur, these candidates face an additional hurdle.

If you have questions or for more information, contact David Burrows, Chair of Fellows Committee (Sampson House, x6528, david.burrows@lawrence.edu) or Mary Tischauser (x6525, mary.k.tischauser@lawrence.edu)

- 4) What kinds of faculty collaborations (teaching or research) are likely with this candidate? Be specific about who the candidate would be likely to work with, on what courses or types of projects, and how students would be involved. Describe any expected transfer of knowledge from Fellows to faculty and long-term effects this may have.

- 5) Are there specific, possibly acute, department needs this person would address (e.g., sabbatical replacement)? Are there interdisciplinary programs that this person would contribute to? Is the specialty represented by the Fellow one that the department/IA has specifically targeted for future growth? Again, please be specific.

- 6) How will the Fellow be mentored and who will take on the responsibility for doing so? How will regular contact between mentor and Fellow be maintained and what would help to ensure that this happens? Please note that mentoring is a *crucial* component of the program.

- 7) Does the department have the necessary resources (e.g., labs, studio space, etc.) so that the Fellow will be able to pursue his or her professional activities (research, performance, etc.)? Is there an office available near others in the department? Please note additional resources that would be needed to ensure that the Fellow has the resources he or she will need for teaching and professional activities. Please be aware that departments are responsible for securing these resources so make sure that you have them or can obtain them – there is no special funding available through the Fellows program!
- 8) Explain how the courses the Fellow will teach will aid in the Fellow’s development and marketability. Departments should negotiate a possible slate of courses with the candidate. Although sabbatical replacement needs are considered, the Fellows ought not to be treated merely as sabbatical replacements **NOTE:** generally, Fellows ought to have the opportunity to teach at least one lower-level or introductory course and an interdisciplinary course (e.g., Freshman Studies) during their 2 years. Normally this should occur **AFTER** some experience teaching at Lawrence (e.g., no earlier than Winter Term of Year 1 for a lower-level course; Year 2 for something like Freshman Studies, unless the Fellow is especially qualified).
- 9) Tell us about your phone interview with the applicant. How long did it last and what additional information did you acquire? Is his or her PhD defense scheduled? When? What is his or her level of interest in the position and availability for it?

Department Chair/IA Coordinator signature

Date

Send to Fellows Committee, President’s Office, Sampson House and EMAIL a copy of the completed form to David Burrows. (See Hiring Timeline for due date)