

Search Procedures (sent via email Oct 30, 2015)

Dear Colleagues,

The deadline for receipt of applications for our open area assistant/associate professor position is the end of business on Monday November 2. If candidates you want to consider have not applied, get them to do so! Our job ad does not strictly require letters of recommendation to be uploaded by the deadline. The required elements for an application are described in our job ad, which you can see at <http://www.math.illinois.edu/Positions/asst-assoc-prof-FA15.pdf>.

This message includes information about reviewing applications and about recommending to the Executive Committee candidates to interview. Thank you for your many contributions to making our search a success.

=====Deadlines for nominations in Box=====

Faculty should submit nominations at any time, but certainly by **Friday, November 13**.

We have created a folder called Faculty Hiring Nominations. All tenure-code faculty should be able to read the contents of the Box folder, upload nominations, and comment on nominations. Please contact Caitie Bruning if you do not have access to this folder via your Box account. If you have comments for the Executive Committee which you wish to remain confidential, you may continue to submit those to [ec1516@math.uiuc.edu](mailto:ec1516@math.uiuc.edu) as in past years.

As last year, the executive committee is **likely to schedule interviews before the winter break**. Your availability to participate in hosting and interviewing candidates during the exam period will be very helpful. This is particularly important if you plan to nominate a candidate and may be called upon to act as host.

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The Executive Committee asks to receive interview recommendations in the Box folder “signed” by a list of faculty supporting the nomination. The nomination should give an idea of why the signers think the person is potentially a good hire. If you sign multiple nominations, please provide information comparing the candidates you support: ranking is useful, as is an analysis of how the different candidates you support address needs of the department.

Required and recommended reading

The campus continues to require that all members of the search committee be aware of the relevant university rules and procedures that govern the search process. Since we depend on all of the faculty to conduct the initial review of faculty applicants, faculty should review the following three documents prior to participating in applicant screening (also available at the hiring information web site <http://diversity.illinois.edu/academicsearch.html>):

University of Illinois Nondiscrimination Statement:  
<http://www.cam.illinois.edu/ix/ix-b/ix-b-1.htm>

Guidelines for Search Committee Members and Diversity Advocates:

[Search Committee](#)

[Diversity Advocate](#)

Guidelines for Pre-Employment Inquiries:

<http://diversity.illinois.edu/doc/Interview%20Questions%20and%20Pre-Employment%20Inquiries.docx>

I encourage you to review the other documents on the department's hiring information web page (<http://www.math.uiuc.edu/Bourbaki/Hiring/>). I find the pdf from the SUCCEED initiative at UIUC to be particularly valuable; it discusses non-necessarily-conscious bias in the evaluation of women, both on the part of application readers and on the part of letter writers. Other documents at the hiring site discuss a similar problem for other underrepresented groups. Increasing faculty diversity is a goal of both the campus and the college. I believe that our success in identifying and recruiting underrepresented candidates will affect the number of offers we are able to make this year and in the future.

If you have any problems accessing the web sites in the email, please contact Caitie Bruning, and she can provide you with hard copies.

Like last year, a "complete" application requires only names of letter writers: the Executive Committee chose to do this so that fewer applications would be disqualified for being incomplete. However, three letters must be available by the time the Executive Committee considers applications.

### **Due Date**

Please make your recommendations to the Executive Committee as soon as possible, and certainly by Friday, November 13. Receiving recommendations earlier will help the Executive Committee to distribute its work load. Recommendations should provide a rationale for supporting the candidate and be "signed" by a list of faculty members supporting the candidate.

### **Search criteria**

For the purpose of Equal Employment, the Executive Committee is the search committee of record. As such the EC has to formulate and communicate the search criteria used for assistant professor and associate professor applications to all faculty involved in the search process. The search criteria follow; you can also find them at the hiring web page.

Research:

-Quality of the research, in particular originality, depth, and impact of the research. Indicators for the quality of the research may include the quality of the research journals in which the results are published, invitations to prestigious conferences, and grants and awards.

-Research potential and, for tenured hires, an ability to increase the visibility of the department internationally, nationally, and on campus.

-Fit with the research and teaching needs of the department.

Teaching and mentoring: The ability to communicate and mentor mathematical thinking both in supervision of students and in the classroom. For an offer at the associate professor level,

evidence of successful supervision of graduate students is desirable.

Letters of recommendation: The letters of recommendation are used to determine the quality of the research, the research potential, and provide an indication of the teaching qualifications.

Interview: In case of an interview, a colloquium talk and interaction with faculty are used to obtain information about the ability to present mathematical material clearly, the research strength, and the fit with the research and teaching needs of the department.

### **Reviewing all applications and indicating that they have been reviewed**

Campus equal opportunity procedures require that we read every application and give a simple account of its disposition. At the end of this e-mail, you will find a table of MSC numbers indicating the areas that will read applications with that MSC number. Note that certain numbers are covered by several areas. If the information in the MSC list is incorrect, please let me know. It is the area chairs' responsibility to ensure that all applications with the MSC associated to that area are read. Please let your area chair know if you find that an application is incomplete. According to our ad for assistant professor, a complete application must include the AMS Standard Cover Sheet for Academic Employment, curriculum vitae including email address, a publication list, a research statement, and the names and contact information for three professional references. Our job ad for associate professor specifies that a complete application must include the AMS Standard Cover Sheet for Academic Employment, a curriculum vitae with a list of publications, and the names and contact information for three professional references.

As last year, each application must be marked with one of the following "Applicant Status Codes"

S if the name has been put forward to the EC ("Shortlist")

I if the application is Incomplete

D if the application Does Not Meet Minimum Qualifications for Education/Degree

E if the application Does Not Meet Minimum Qualifications - Experiences/Skills

L if the application Meets Minimum Qualifications – Lacks Preferred Education/Degree

M if the application Meets Minimum Qualifications – Lacks Experience/Skills

These statuses come from the University's hiring system. I expect that S, I, and M will be the most common choices. I understand that "Meets Minimum Qualifications – Lacks Experience/Skills" sounds wrong, when we are making a judgment that the person is not as good as another person. Nevertheless that is how we must use these codes.

I will ask the Area Chairs to collect this information, and they will be in contact with you to let you know how they want to receive it.

Regards,

Matt