




January 26, 2009

MEMORANDUM

To: Academic School/Colleges Deans and Directors

From: Julie Underwood, Interim Provost 

Subject: 2008-09 Report on New Faculty Recruitment

Note: the instructions have changed since last year's request.

In recent years we have engaged in an annual collection of detailed information on new faculty recruitment. Our goal is to use this information to better understand major reasons behind successful or unsuccessful hiring efforts. The information you provide will be used to support requests to the legislature for salary funds for faculty.

This year we are working with the Academic Personnel Office to collect this data. They will provide some tools to the Human Resources Representatives to aid in the data collection. This information should be submitted to Catharine DeRubeis (cderubeis@ohr.wisc.edu) in the Academic Personnel Office by July 10, 2009. I have included a list of additional contacts within each school or college who will receive a copy of this request. If a different person is responsible for helping to collect the relevant information on the collection spreadsheet for faculty searches during the 2008-09 academic year, please send an email to Catharine DeRubeis with his/her contact information.

Include in your report offers made for tenured/tenure track faculty positions: instructors, assistant professors, associate professors, and full professors. If relevant, you may include reports on offers made for *nationally competitive searches* for clinical or academic staff positions.

Include information on all offers of employment to prospective faculty throughout 2008-09, including offers that were accepted by the candidate, offers that were declined, and cases that are still pending their final resolution. We are interested in all offers tendered in 2008-09 even if the candidate will start their appointment at a future date.

Any anecdotal information about hiring issues that you would like to provide would be very useful. Please let me know your general impression of how faculty recruiting has gone in the past year in comparison to the recent past. What was the biggest or most troublesome issue in the past year? Were recruiting issues more or less challenging than the previous year? Have you implemented specific changes to improve the situation? Have you tried any strategies that are different than in the past? If yes, do you have any evidence that these strategies are effective or ineffective?

Please contact Catharine DeRubeis or Steve Lund (slund@ohr.wisc.edu) if you have any questions about this request. This memo and the attachments are posted at [http://apa.wisc.edu/Faculty Recruiting Retention/index.htm](http://apa.wisc.edu/Faculty_Recruiting_Retention/index.htm).

Thank you for your assistance in gathering this important information. This information has proved useful when discussing faculty recruiting and retention with constituencies like the Board of Regents and legislators, and I thank you for making sure the information gets to us in a timely and complete manner.

Attachments

1. List of School/College Contacts
2. New Faculty Searches collection spreadsheet
3. A printable form that includes the information requested in the spreadsheet. The printable form may be useful for jotting down information on recruiting efforts as they arise.
4. Frequently Asked Questions – New Faculty Searches

xc: Catharine DeRubeis
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Margaret Harrigan
Lindsey Stoddard-Cameron
Steve Stern
Steve Lund
School/College Contacts