

A M H E R S T C O L L E G E
Office of the Dean of the Faculty

TO: Departments conducting searches for Lecturers
FROM: Gregory S. Call, Dean of the Faculty and Professor of Mathematics
SUBJECT: Search Procedures

I write to offer some suggestions and guidance on your search.

ADVERTISEMENTS

Please email your draft advertisement to Janet Tobin at jstobin@amherst.edu. Janet and I will review the draft, and we will confer with you about any changes that may be required. Once the ad is approved, the department will place the ads and the Dean's office will put the ad on our Website. Ads should indicate a date by which applications must be submitted to ensure full consideration and should be posted at least six weeks prior to this closing date. In order to allow some flexibility for promising applications received after the closing date, ads also should indicate that the search will remain open until the position is filled.

BUDGET

Searches vary considerably in cost. Local searches can be done for very little. Some larger searches will require much more. I am asking you not to exceed \$3,000. Please spend less, if you can, without harming the integrity of the search; call me to justify going over this limit, if absolutely necessary.

INTERVIEWS

I hope the number of on-campus interviews can be limited to no more than three. Before my own meetings with candidates (at least a day before the first one, preferably), it would be helpful if the department would send to my office a CV and a paragraph about each candidate outlining that person's particular strengths and weaknesses for the job as identified by your search committee.

cc: Paul Murphy
Academic Department Coordinator
Gail Mitchell