

BILKENT UNIVERSITY
CHECK LIST FOR FACULTY HIRING PROCESS

Department

- Faculty hiring plan approved by the Dean and Provost's Office triggers the search
 - Form a search committee – with as broad a participation as feasible
 - Prepare recruitment plans consistent with the vision of the department and Faculty
 - Research area, rank,...
 - Advertise at suitable places
 - Request: CV, a list of 3-5 references, pdf copies of candidates best publications or other forms of scholarly or creative activities that they select
 - When applicable, a research statement that includes highlights of accomplishment to date and plans for the future
 - Search Committee reviews and recommends suitable candidates to the Department Chair for an initial interview via video conference
 - Video conference interview with several members of the committee, with questions prepared ahead of time
 - Recommendation for invitation to visit Bilkent or declination
 - Communicate decision to decline to those candidates that will no longer be considered
 - Dean and Chair review the outcome of the process and invites viable candidates [Date: _____]
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Visit of the Candidate

- Invitation letter by the Chair that indicates coverage of airfare and accommodations during visit to Bilkent
- Chair or Search Committee prepare an itinerary for the duration of the visit [See template]
 - Seminar – instruction as to length and other criteria
 - Itinerary includes meeting with faculty individuals or groups, and Dean
- Lodging arranged at one of campus housing
- Seminar announcement [Campus, Dean's Office, Provost's Office]
 - Dean or a representative participates in the seminar
- Post-seminar: request feedback on the candidate from all those who attend the seminar and/or meet the candidate
- Faculty/Search Committee meet to discuss the candidate's suitability, considering
 - all feedback received
 - letters
 - and material provided

Department – Post-Visit

- Chair summarizes strengths and weaknesses of the candidate, views of those who interacted with the candidate and prepares a recommendation to the Dean. Including
 - Candidate's CV
 - References letters
 - Published papers or other indicators of creative work
 - Chair discusses the candidate with the Dean
 - Chair prepares an analysis of the significance of the Candidate's work based on all the documents received and makes a recommendation.
 - A list and CVs of all candidates who applied
 - Sends the package to Dean's Office [Date: _____]
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Dean's Office

- Reviews and approves/rejects the recommendation and forwards to the Provost's office for action
 - Informs the Department chair the outcome and rationale [Date: _____]
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Provost's Office

- Reviews and approves or rejects the recommendation
 - Informs the Dean the reasons for its action [Date: _____]
 - Provost's office forwards hiring decision to the personnel office
 - Place advertisements
 - Initiate process to obtain permission from YOK for International faculty for Visa requirements (Takes one month); Residence permit is obtained after the faculty members arrives at campus and takes two months.
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Criteria for Selection and Decision

- Excellence in research and creative accomplishments
 - Academic preparation
 - Publications and creative work
 - International recognition
- In junior faculty, promise of potential, in senior faculty accomplishments and future potential [senior faculty appointments go through the Promotion and Appointment Committee with the requisite documentation.]
- Research/expertise area and how it fits in the vision of the Department/Faculty