

F. Extending an Offer of Appointment

The actual offer of appointment must be made in writing by the president or dean. It is extended pending verification of the candidate's educational credentials, i.e. receipt of official transcripts. In any negotiations regarding possible terms of appointment the chair should make it clear that he or she does not have the authority to make an offer. This gives the college more flexibility in recruiting since a chair can thus, if necessary, sound out the candidate on his or her general circumstances without having the responsibility of setting the actual terms of the offer.

Every offer of employment is contingent upon the candidate's eligibility to work in the U.S.A. Expenses related to securing eligibility (appropriate visa status) are the responsibility of the candidate, not the college. A statement of this college policy will be given to each candidate with the benefits summary Human Resources provides candidates and included in the employment letter.

By common practice candidates are given two weeks from receipt of an official contract offer to make a decision, while at the same time being urged to let the college know as soon as possible. The candidate should be informed that the offer of appointment is extended pending verification of his/her educational credentials. As soon as an offer is accepted, the chair should inform the other final candidates that an offer has been made and accepted and the search closed.

All records and dossiers from the search must be kept at least two years. A summary report on the search is available in the VPAA's office. This report should give the number of candidates in the pool, the number of women and other under represented groups, and it should list the candidates interviewed at meetings and on campus. It should summarize the reasons for preferring the successful candidate over the others. If the successful candidate was not a woman or a member of an under-represented group, the rationale must be spelled out in full detail.