6.2.1 Search Procedures

**Formerly Known As Policy Number:**

6.2.A

When a department or school proposes the appointment, reappointment, or promotion of a salaried Lecturer or Senior Lecturer, the dean and department chair must be especially concerned with a careful evaluation of the department’s or school’s programmatic need for the position. The recommendation should include a brief statement outlining the programmatic reasons which warrant the appointment and describing the specific role that the candidate is expected to fill.

Deans and department chairs must also be concerned with a careful evaluation of the candidate’s teaching ability. For appointments or reappointments of one year or less, the recommendation should briefly describe available evidence of the candidate’s teaching abilities. For appointments, reappointments, or promotions of durations greater than one year, the recommendation should specify the kinds of teaching expected of the candidate and provide specific evidence of teaching performance in those areas, including faculty and student evaluations. If the candidate is presently at Stanford, the evaluation should include a summary of teaching commitments for the period of time that the individual has taught at Stanford (up to three years) with course titles and numbers, units, and enrollments.

For new appointments as Lecturer or Senior Lecturer averaging half-time or more for one year or more, departments and schools are obligated to conduct a search for the position. The search range should be appropriate to the position and need not be national in every instance. The method of search should be briefly described on the recommendation form (e.g., names of institutions contacted, method and extent of advertising, if applicable). Outside sources consulted for information, and evaluation of possible candidates should be listed. Candidates seriously considered should be listed in order of priority. If the recommended candidate was not the first choice, the recommendation should include an explanation of the priority.

If the candidate is not a woman or a member of an ethnic minority included within the Affirmative Action Program, the recommendation should indicate which candidates do fall within the program and describe the affirmative action search followed with respect to the recommendation. Note that all letters and advertisements soliciting applicants must include a sentence like: "Stanford University is an equal opportunity employer and welcomes nominations of women and minority group members or applications from them." The sentence should be sufficiently strong so that applicants from these groups are encouraged to apply, but not so strong that individuals who are not members of these groups are discouraged from applying. It is desirable to notify female and minority group caucuses of the appropriate professional societies of the position.

When the recommendation is for less than one year or averages less than half-time, the department or school should simply indicate how the candidate and his or her qualifications came to the notice of the department or school.