

American University Singular Hire Opportunity Waiver Procedures
(Updated Sept. 2023)

Purpose: To bring greater intellectual distinction and diversity to American University through the timely hiring of outstanding faculty at any time during the calendar year

Step 1: Approval is required from the dean of an academic unit to pursue a SHOW candidate. The candidate must be a full-time, tenure-track faculty member at the rank of advanced Assistant Professor with an outstanding academic portfolio and a record of effective instruction, or a tenured Associate Professor or full Professor with a tenurable record at AU.

Resources must be available within the unit to cover the costs of SHOW candidate's compensation (base) and any start-up expenses (cash). When possible, the Provost's Office will assist with start-up packages or, in exceptional cases, base funds that exceed what the unit has available. The base funds would then remain a permanent part of the unit's budget.

Approval should be based on one or more of the following criteria:

- (a) strategic fit of the candidate's outstanding and distinctive scholarly accomplishments, research and teaching expertise with unit's goals;
- (b) enhancement of the academic stature of the unit, doctoral training needs, AU2030 fit, and/or the individual's capacity to catalyze opportunities for faculty colleagues, the unit, and the university overall, including mentorship of faculty colleagues; and
- (c) candidate's fit with the strategic priorities of the unit and University.

Step 2: Dean submits to the Provost's Office a SHOW approval request, including the following information:

- (a) the candidate's CV;
- (b) a thorough assessment of the scholarly accomplishments and the teaching contributions of the candidate (candidate's credentials and/or record must be of commensurate quality to those of candidates hired in regular searches);
- (c) an explanation of how hiring this candidate would advance the unit's and university's strategic goals (e.g., research goals, diversity goals); and
- (d) a statement of the strength of the unit's support for the candidate (faculty concurrence and financial support from the academic unit).

Step 3: In addition to the statement of the teaching and/or academic unit's support for the candidate, the Provost will solicit advice on the SHOW candidate from the Chair of the CFA, who will in turn provide a written recommendation to the Dean of Faculty.

Step 4: Unit hosts a public lecture or presentation by the candidate.

Step 5: Candidate is interviewed by the Provost and Dean of Faculty.

Step 6: Unit submits an assessment of candidate's public lecture to the Office of the Provost.

Step 7: Unit obtains permission from the candidate to do reference checks.

Step 8: Academic unit and dean submit final request for approval by the Provost based on the materials collected.

Step 9: If approved, an offer will be extended by the Office of the Provost.

Note: All SHOW appointments necessitate execution of a SHOW Faculty Search Waiver form by the unit Dean and approved by the Provost.