



OFFICE OF THE DIVISIONAL DEAN
THE IRWIN AND JOAN JACOBS SCHOOL OF ENGINEERING
ACADEMIC PERSONNEL OFFICE

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0403

September 23, 2013

To: Department Chairs
Department Recruitment Contacts

From: Albert P. Pisano
Professor and Dean
Jacobs School of Engineering

A handwritten signature in purple ink that reads "Albert P. Pisano".

RE: 2013-2014 Recruitment Guidelines

In order to ensure a fair and speedy recruitment season I am providing the Departments with basic guidelines that everyone must follow for the 2013-14 Academic Year. Departments may continue to recruit candidates using their current methods, but must adhere to the following:

1. Each Department must engage with Pam Cosman (FEA) to discuss their diversity outreach efforts;
2. You may invite no more than 5 candidates for an in-person interview;
3. You may pick no more than 3 top candidates;
4. Upon selection of your top candidates, you must rank them. The rank order should be submitted to Dean's Office Academic Personnel staff once established and be reflected in your selection reports;
5. All seminars, including the Q&A, must be videotaped and made available online for voting faculty review.
6. The top candidate from each department must meet with me.

In addition, departments wishing to compete for Dean's reserve positions may submit candidates beginning January 15, 2014 and will receive full consideration if submitted by March 14, 2014.

cc: Department MSOs
Department AP Contacts/Department Recruitment Staff