**Overview:**

Proposals should highlight how a new hire could increase the college’s capacity for teaching U.S. minority culture courses. Our priority hiring areas continue to be those hires that will enhance college strengths in scholarship addressing social and racial justice, such as environmental justice or health inequalities, for example.

**Types of Searches:**

* **Within Search TOP Hire for Individuals**: For those units with an authorized search, we strongly support the use of the TOP program within authorized searches.
  + **The campus provides salary supports of up to $85,000 for the career of the faculty.**
  + Once the department determines to pursue a TOP within the search, notify the respective associate dean and complete [Communication 7 transmittal for traditional (within-search) TOP requests](https://uofi.app.box.com/s/w22wjxo2wg48sfvebywjnjop15y8h6ty/file/779344628502):
* **Individual Waiver TOP outside traditional search process**: For the hiring of excellent faculty and taking advantage of extraordinary hiring opportunities outside of an authorized search, we encourage the use of search waivers.
  + Please note that the campus will provide salary support of **up to $85,000 for up to 3 years** for faculty members hired through search waivers.
  + After that time period the college will be responsible for the salary following our usual practices for tenure-track hires.
  + To apply for permission to pursue a waiver, complete a [Search Waiver TOP Stage 1 transmittal form](https://uofi.app.box.com/s/w22wjxo2wg48sfvebywjnjop15y8h6ty/file/779339396151)
    - With the transmittal, include a 2-3 page narrative. See the second page for key elements.
* **Cluster Waiver TOP outside traditional search process**: For situations in which cluster hiring across departments or colleges will help build a critical mass of excellent faculty members focused on an important research area, we encourage the use of search waivers.
  + Please note that the campus will provide salary support of **up to $85,000 for up to 3 years** for faculty hired through search waivers.
  + After that time period the college will be responsible for the salary of LAS faculty members following our usual practices for tenure-track hires.
  + For each proposed cluster, complete a [Search Waiver TOP Stage 1 transmittal form](https://uofi.app.box.com/s/w22wjxo2wg48sfvebywjnjop15y8h6ty/file/779339396151)
    - With the transmittal, include a 4-5 page narrative that states the case for hiring the intended candidates.  See the second page for key elements.

**Process:**

If you are planning to propose a search waiver (individual or cluster) hire this year, please submit your TOP forms to the LAS Dean’s Office ([lasdean@illinois.edu](mailto:lasdean@illinois.edu)).

**Search Narrative Elements:**

* Summarize the peer comparison data in the Office of Access and Equity (OAE) Faculty Report.
  + The report compares representation of tenure-system faculty within your unit based on race, ethnicity, and gender at peer institutions and to a national pool of tenure-system faculty.
* Discuss the diversity goals of the unit and evidence of the unit’s record in promoting diversity such as through the success of mentoring diverse hires, a strategic Diversity Plan, etc.
* Describe the distinction of the candidate’s record.
  + How does the faculty hire fills a need for faculty growth in the unit?
  + How will it advance the excellence of the unit, and its strategic objectives (research, teaching, service)?
  + How will it advance the strategic objectives of the College – promoting a culture of diversity, inclusion, and social justice, and the priorities identified in the campus strategic plan?
* Describe the need for faculty growth in the unit
* Provide a plan for supporting and retaining the recruited faculty member.
  + Should include strategies for mentoring and building support networks.
  + If the hire is at the rank of professor, discuss the prospective faculty member’s record in mentoring women and diverse faculty members and graduate students, or advancing diversity and inclusion at the university or community level
* Identify additional costs associated with faculty recruitment (e.g., start-up packages) and demonstrate the unit’s ability to fund those costs.
* Include a budget for potential visits to campus.
  + The unit should engage in best practices for conducting an inclusive campus visit campus.