

### **Time for a CEC member**

Meet with candidate (e.g., to talk over goals, approach)	.5 hour
Observe class and complete standard form	1.5 hours
Examine documents (e.g., syllabi and student statements)	1 hour
Meet with committee	1 hour
Write report (i.e., complete form)	1 hour
Meet with committee and candidate	1 hour

Approximately 6 hours per year per colleague by each committee member. With rotation on/off the committee, this would likely add up to 18 - 24 hours over the 6 years (an average of 3 - 4 hours per year) of a tenure bid.\*

### **Time per committee member for an efficient and successful search**

Create and agree upon position description and ad	2 hours
Meet with HR	1 hour
Meet as committee	1 hour
Review files	5 hours
Conduct phone interviews	2 hours
Conduct in-person interviews (@3 hours per finalist)	9 hours
Meet with committee	1 hour
Meet with department	1 hour

A conservative estimate of the total is thus 22 hours per committee member for a search, **repeated every time a faculty member leaves**. Note that this is for a committee member; the committee chair's responsibilities and time commitments are far greater.

\* If we keep the present process for formal 2-year, 4-year, and 6-year reviews, they might add 5-6 hours each, so 15-18 hours over the 6 years. We would need to do them regardless of a CEC or repeated search, although if we go with the CEC we might be able to integrate them and reduce the overall total.