

University of Washington Correspondence

INTERDEPARTMENTAL

January 11, 2010

To: Rick Gustafson, Professor Forest Resources (Chair)
Stuart B. Adler, Professor Chemical Engineering
Kevin Hodgson, Professor Forest Resources
Renata Bura, Assistant Professor Forest Resources
Charles T. Campbell, Professor, Chemistry
Dan Bunker, Weyerhaeuser Company
Benjamin Levie, Catchlight, Weyerhaeuser Co
Kurt Spies, Graduate Student, Chemical Engineering
Steve Rigdon, Graduate Student, Forest Resources & Yakama Power

FROM: Thomas M. Hinckley, Interim Director
Forest Resources, Box 352100

Daniel T. Schwartz, Professor and Chair
Chemical Engineering

RE: Authorization to begin search for joint Chemical Engineering/Forest Resources
Assistant Professor in Bioresource Engineering

We ask you to serve on a search committee for a jointly appointed (50:50), nine-month, tenure-track Assistant Professor in bioresource engineering in the Department of Chemical Engineering (College of Engineering) and the School of Forest Resources (College of the Environment). This is an endowed professorship supported by two substantial endowments. It is our intent to have the primary unit be the School of Forest Resources but the final structure of the appointment will be negotiated with the candidate. We thank you for your willingness to participate in this important undertaking.

As you carry out this search, it is important to attend to the goals, mission and themes that are associated with all the units involved. You will need to develop a formal advertisement that outlines the requirements and responsibilities of the successful candidate. Please use the attached description as a foundation for your advertisement. We also encourage you, as appropriate, to draw from existing applicants with the most recently advertised position in Chemical Engineering. As candidates are selected and evaluated, the search committee needs to be certain

that the criteria used accurately reflect the requirements for the position and that these criteria are free of bias.

We also ask that the Committee bring the finalists to campus for an interview with all interested parties and a public seminar. Upon completion of your search, we ask that you identify all recommended finalists. You may rank the finalists if you wish.

The faculty search process is outlined in detail on the Employment Opportunities Office website at: http://www.washington.edu/admin/acadpers/prospective_new/index.html. We encourage each of you to review this information -- especially the Faculty Recruitment Toolkit and the links to Academic Human Resources. Academic Human Resources has done an excellent job of breaking down the search and hire process into a series of steps and the web page for this can be found at: <http://www.washington.edu/admin/acadpers/admin/planning.html>. Copies of all correspondence and other documents relating to this search and proposed appointment should be sent to the School's Office at the completion of the search for the required retention period. Any questions concerning search processes may be referred to Nevada Smith (nevada@u.washington.edu) in the Director's Office (685-0952).

The University of Washington has a strong commitment to diversifying our faculty to provide a strong multicultural education for our students. You will find suggestions in the Faculty Recruitment Toolkit to assist in recruiting applicants from underrepresented populations. The position should be advertised nationally by appropriate means. The ads should appear for at least thirty days before the closing date and must include a statement of equal opportunity: "The University of Washington is an affirmative action, equal opportunity employer. The University is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans." All advertisements must state that this is a tenure-track faculty position that will be filled at the assistant professor level; appointments cannot be made at a level other than the one advertised because such appointments deny an opportunity for consideration to all persons who were not interested in the advertised level. Please forward a copy of the ad to us for approval before it is submitted for publication. The Equal Employment Office must also approve it before it is submitted to publications; you may send via email to eeo@u.washington.edu. Please request tear sheets when the ads are placed, as these are needed for the appointment package. Members of the search committee are encouraged to use whatever additional methods of faculty recruitment have proven traditionally successful, including personal letters or telephone calls to professional colleagues.

In order to meet federal and state affirmative action compliance requirements, the University must collect data on the race/ethnicity, sex, age, disability, and veteran's status of all applicants. An Affirmative Action Information Request, Form UoW 1497, must be mailed to applicants for all faculty positions along with a letter stating: 1) that the response is voluntary, 2) the information will be kept confidential and separate from the employment application, and 3) the information will be used to meet federal affirmative action and institutional reporting requirements. The form and a sample letter are available online; see the Faculty Recruiting

Toolkit. A summary of responses is compiled on the Applicant Flow Report, Form UoW 1493, which is a required part of the final appointment packet. When you are ready to complete this form, please contact Nevada Smith for assistance in securing the current comparison data to complete the form.

Upon selection of one of the recommended finalists, the Chair's and Director's Offices, in consultation with (1) Search Committee Chair Rick Gustafson and (2) the respective Dean's offices of the Colleges of Engineering and the Environment, will prepare the formal offer letter.

In the course of your search process, you will need to accumulate a number of items. The following must be included in the appointment package submitted by the Deans of the College of Engineering and the College of the Environment for the approval of the Board of Regents. Please work with us to coordinate this submission:

- A letter from Chair Schwartz and Interim Director Hinckley to the two deans recommending the appointment, specifying the search procedure, and giving the faculty vote (n eligible; n for; n against; n abstaining). The letter should include an evaluation of the candidate.
- A letter from the candidate accepting the terms of the offer.
- Three or more letters of recommendation in which the candidate is evaluated (obtained by the search committee in the course of their work).
- Vita as submitted by the candidate, and the UW Biography form as returned by the candidate.
- The Applicant Flow Report.
- The job advertisement or description, including any specific qualifying criteria, how the position was made known, and copies of any advertisements for the position from the appropriate source showing both the date of advertisement and the closing date of the position.
- Payroll and personnel forms as required.

We consider this recruitment a high priority item for the University of Washington and specifically for the Department of Chemical Engineering and the School of Forest Resources. We are willing to support the search as necessary. Please work with School of Forest Resources Administrator, Beverly J. Anderson, on details of the financial arrangements for candidate visits. We wish you success with your search.

Attachment: Draft Position Statement

cc: Interim Dean Dennis Hartmann
Dean Matt O'Donnell

ENDOWED PROFESSORSHIP IN BIORESOURCE ENGINEERING— ASSISTANT PROFESSOR

The School of Forest Resources and Department of Chemical Engineering, University of Washington, invite applications or nominations for a 9-month tenure-track faculty position to begin Autumn 2010. The position is at the Assistant Professor level. This is a joint faculty position with shared appointments in Chemical Engineering and the Bioresource Science and Engineering program of the School of Forest Resources. This joint appointment is part of an University/College of the Environment initiative to develop interdisciplinary research capability in the areas of renewable energy, the environment, and sustainable technologies. Additional information about Chemical Engineering and Forest Resources can be found at <http://www.cheme.washington.edu/> and <http://www.cfr.washington.edu/> respectively.

Applicants with expertise in the general area of fuel's production and chemicals from biomass will be considered. Preference will be given to candidates with demonstrated capabilities in the areas of catalysis for conversion of biomass to fuels and chemicals. A Ph.D. in Applied Chemistry, Chemical Engineering, Mechanical Engineering or other closely related field is required.

The position is supported by an endowed professorship from the Weyerhaeuser Company. The position requires building on the professorship to develop a strong, externally-funded research program. Candidates must demonstrate outstanding potential for high impact research as judged, in part, by their publication record. In addition to research, the faculty in this position will engage in teaching and service. There will be numerous opportunities for interaction and collaboration in the bioresource area with faculty from the School of Forest Resources, the Department of Chemical Engineering, the Department of Chemistry, and the Departments of Mechanical Engineering and Material Science. The University of Washington is rapidly developing new programs and research capability in the bio-based fuels and energy area. The holder of this faculty position will fill a critical position in our biofuels and bio-based chemicals research portfolio and will be a leader in the development of these new programs.

The position will remain open until filled however interested parties are encouraged to apply by XXX. The application packet should include the following:

- 1) letter of application
- 2) curriculum vitae
- 3) 3-page description of research accomplishments, interests, and plans
- 4) names and contact information of 3 professional references

Electronic submissions are encouraged. Please submit application materials to:
YYY

The University of Washington was awarded an Alfred P. Sloan Award for Faculty Career Flexibility in 2006. In addition, the University of Washington is a recipient of a National Science Foundation ADVANCE Institutional Transformation Award to increase the participation of women in academic science and engineering careers. The University of Washington is building a culturally diverse faculty and strongly encourages applications from women and minority candidates. The University of Washington is an Affirmative Action, Equal Opportunity employer.