

## SSI recruitment steps for individuals

Guidelines for faculty members who wish to request a fellowship position to be assigned to their project:

- A. Request and receive approval from the Fellowship Selection Committee to initiate an individual recruitment. (Under certain timing constraints it may be possible to receive approval to initiate a *tentative* individual recruitment.)
- B. Advertise the position:
  1. in appropriate media to a national and international audience, using the attached sample as a template for SSI language.
  2. on the SSI website
- C. Check the SSI and other applications pools (e.g., EES and unit based) for suitable applicants.
- D. Accumulate and filter applications until you have a small set of finalists that you believe are qualified to fill the position. We urge you to undertake phone interviews with strong applicants and their references during this process.
- E. Ask finalists who have not previously applied through the official Grad School application process to do so at this stage.
- F. Have the applications for these finalists reviewed and approved by any relevant screening committee for the appropriate degree program (e.g., the EES selection committee).
- G. Submit two to five applications to the Doctoral Fellowship Coordinator for approval by the Fellowship Committee. These applications should contain at least the following: Letter of application, resume, transcript, letters of reference, and GRE scores.

These will be evaluated to determine if the student demonstrates sufficient interest in SSI goals and has a strong academic background.
- H. Invite one to three top candidates to visit UMaine and the SSI. The exact number should be decided upon in consultation with the Doctoral Fellowship Coordinator. Their travel expenses may be covered by SSI upon request. These visits should, if at all possible, coincide with an SSI Open House for prospective students. These will probably be held early during the recruiting season; dates and details to be determined.
- I. Ensure that the candidate meets several SSI faculty, staff, and students (especially members of the relevant research team) as well as the Doctoral Fellowship Coordinator during the visit. Ask 3-5 SSI faculty and staff to provide brief written evaluations of the candidate using the attached form and share these with the Fellowship Coordinator.
- J. Discuss your preferred selection with the Doctoral Fellowship Coordinator.
- K. Make an offer to the best candidate and after they have accepted inform the other candidates of the decision. Take steps to find other SSI opportunities for strong candidates.

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## DRAFT FORM TO USE AFTER MEETING PROSPECTIVE SSI STUDENTS

1. Applicant's name
2. Your name (optional)
3. Date you met or talked by phone
4. Did the applicant seem to have the drive, creativity, intelligence, and other attributes you would expect in a successful Ph.D. candidate? Yes No Maybe. Elaborate below:

5. Did the applicant seem to have a sufficient interest in, and understanding of, sustainability science to join the SSI team? Yes No Maybe Elaborate below:

6. Please address any other relevant issues.

*Please email this form to [Graduate@maine.edu](mailto:Graduate@maine.edu) with the student's full name in the subject line.*

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### **EXAMPLE of notice for individual recruiting to be used as a template by replacing highlighted language.**

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#### **Doctoral fellowship in amphibian population ecology**

The University of Maine is launching the Sustainable Solutions Initiative with a \$20 million, five-year grant from the National Science Foundation's EPSCoR program (SSI: [www.umaine.edu/sustainability\\_solutions](http://www.umaine.edu/sustainability_solutions)). One SSI project is an interdisciplinary research program on vernal pool ecology and conservation as a model system for developing more effective approaches to natural resource planning. The core research team consists of ecologists, economists, and communication specialists, 7 professors and 4 PhD students. We are seeking a PhD student for this team who will study the movement of amphibians through different environments (e.g., forests, clearcuts, lawns, pavement) to better understand population persistence in complex landscapes. This position will begin in September 2010.

Qualifications: a degree in a related field; excellent GPA and GRE scores; an interest in collaborative, multi-disciplinary approaches to problem solving; and substantial field experience, preferably in amphibian research. Support includes a fellowship of \$20-25,000 / year for four years, a tuition waiver, subsidy for health insurance, and sufficient funds for field research.

If this position interests you please e-mail\*\*: 1) a letter elaborating on your interest in this particular position and the SSI in general; 2) a resume; 3) photocopies of GRE scores and transcripts; and 4) names, phone numbers, and email addresses of three references to Mac Hunter, Dept. of Wildlife Ecology, [mhunter@maine.edu](mailto:mhunter@maine.edu). Review of materials will begin in mid October and continue until the position is filled.

\*\* This list can be tailored to whatever you feel you need to undertake an initial screening. At the next step applicants will need to fill out an official Grad School application.