

Tenure-Track Faculty Recruitment Checklist
College of Arts and Sciences
2017-18

This checklist is provided to guide CAS departments as they conduct approved faculty searches. Departmental Administrative Managers and Contact Secretaries are well-versed in these procedures and should be involved in helping with each stage of the process.

How to expedite matters: Please indicate the search number (once provided by ODI) in the subject line of ALL emails related to this search!

GETTING STARTED

- ___ 1. **Initial Paperwork:** Submit the following to the **Dean's Office** for approval to conduct the search (all forms available on line)
- ___ HRM1 – Position Authorization Request (complete top 2 sections and #3)
 - ___ [Affirmative Action Recruitment Plan](#) – **please be sure to include the criteria that will be used to screen application which should mirror the position description. Contact the Office of Diversity and Inclusion (**ODI**) for guidance on appropriate venues for advertising.**
 - ___ Announcement of Faculty vacancy (**UP-5**)
 - ___ Ad text for any anticipated outside advertisement
 - ___ CAS Faculty Hiring Request Form

Send the above items to Steve Galime electronically for review by the Dean. Once approved by the Dean you will be asked to send the materials to Steve Galime in hard copy.

A) The search committee must be diverse both in gender and ethnic background. Also, please identify an ODI representative for the committee. The ODI rep should not be the search committee chair. Visit the following link for additional information:

http://www.albany.edu/diversityandinclusion/step_2.php

B) Include the following phrases on all advertisements and the vacancy announcement:

___ **Applicants must address in their applications their ability to work with and instruct a culturally diverse population.**

___ **Degrees must be from a university accredited by the U.S. Department of Education or an internationally recognized accrediting organization.**

C) Please begin discussions on office and lab needs with Elizabeth Gaffney.



The Dean must approve the text before proceeding.

E) Once approved, the Dean's Office will send the initial paperwork to the Budget Office first. It then will go to Human Resources (HR) and to the Office of Diversity and Inclusion (ODI). Please allow a minimum of 5-8

business days for the paperwork to move through the process once it leaves the Dean's Office.



Please do not proceed with the search until final approval has been received from Human Resources.

POSTING & ADVERTISING

After the search paperwork is approved ...

- ___ 2. Work with HR to set up use of *Interview Exchange* – all searches should use *Interview Exchange* for accepting applications and administering the search. HR is ready to help with this. Also note that a hiring manager can be added to Interview Exchange to help assist the committee.
- ___ 3. **Advertisements:** Place advertisement(s) as required after receiving HR approval.

Note: Ads must mirror the vacancy announcement that was approved by the Dean and ODI. Ads may be shortened if referral to the HR website is made. Visit this link for additional information: <http://www.albany.edu/hr/recruit-faculty-prof.php#advertise>



OUTREACH: Please contact ODI to discuss other outreach strategies which may help diversify the applicant pool. Also visit this link: http://www.albany.edu/diversityandinclusion/step_4.php



Please contact Pamela Moniz, Paralegal and Immigration Associate, in the Office of General Counsel, to discuss additional advertising requirements.

Note that there are specific US Immigration requirements related how and where a position is advertised should the search yield someone who is not a US citizen. A printed form of advertisement is generally required in these instances. Please visit this link for additional information: <http://www.albany.edu/hr/recruit-faculty-prof.php#advertise>

- ___ 4. **Applications:** Responses will automatically be sent to each applicant using Interview Exchange.

Note: Applications must be treated confidentially. ONLY search committee members should have access to applications at this stage. The Department may see only those files of applicants who have made the short list for interviews.

- ___ 5. **Applicant Flow Analysis:** Must be completed for each search. Please use the flow log provided on the HR and ODI websites

REVIEWING APPLICATIONS

- ___ 6. **Screening:**

___ Use the **screening criteria** as outlined in the Recruitment Plan submitted

— The Search Committee reviews applications using criteria set forth in Recruitment Plan and approved by ODI and identifies short list (**generally 3-4 candidates**) to invite to campus for interviews. **It is strongly suggested that the search committee may use a tiered structure to indicate a first priority for interviews, second priority, and so on.** If this is done, the committee must be able to distinguish between groups based on the criteria.

— **Telephone/Skype Interviews (optional):** Telephone interviews may be used to help with screening. **You must submit your recommendation and Applicant Flow Analysis to the Dean and receive approval before conducting phone/skype interviews.**

*****You also must provide a list of questions that will be asked of all candidates. Note: Telephone/Skype interview questions must also be approved by ODI in advance.**



Do not set up Telephone/Skype interviews until approval has been received from the Dean and ODI.

— **Conference Interviews (optional):** Conference interviews may be conducted to help with screening. You must submit your recommendation and Applicant Flow Analysis to the Dean and receive approval before conducting interviews at conference.

*****You also must provide a list of questions that will be asked of all candidates. Note: Conference interview questions must also be approved by ODI in advance.**



Do not set up Conference interviews until approval has been received from the Dean and ODI.

Note: All interview question lists must include a question regarding the candidates experience with diversity and his/her ability to work with and instruct a culturally diverse population.

REQUESTING APPROVAL FOR CAMPUS INTERVIEWS

___ 7. Request for Campus Interviews (i.e., shortlist)

— Names of short list candidates (typically 3-4 candidates are recommended for a campus interview and 1-2 alternates are listed in the request)

— **Flow analysis log**

— **Applicants' cover letter, CV, teaching statement and research statement, 3 letters of reference, (1 color .pdf per candidate)**

— Written recommendation to the Dean outlining the strengths and weaknesses of the shortlist group

— **Separate memo detailing the departmental/search committee outreach efforts for recruiting underrepresented minority applicants**

— Proposed Campus Interview Questions (see note above)

— **Send everything electronically to Steve Galime**

___ **AFTER** approval from the Dean, the Dean's Office will contact ODI for approval to continue

___ Once ODI and the Dean have approved set up campus interviews.



Do not set up interviews until approval has been received from the Dean and ODI.

___ 8. **Campus Interviews:** Set Up and conduct interviews

___ **Please do this first:** Contact Dean's Secretary to arrange an interview with each candidate and the Dean or her designee.

___ Make hotel reservations

___ Make transportation arrangements

___ **Send final copy of itinerary to Dean's Office at least 2 days in advance**

RECOMMENDATION TO HIRE

___ 9. **Recommendation to Hire:** Search committee meets to deliberate and develop final recommendation; **Recommendation to the Dean should include strengths and weaknesses of candidates as related to the required and preferred qualifications and should be submitted electronically referencing the search in the subject line of the email**

___ **Email the recommendation to Steve G.** Attach the following in the email:

___ the committee's recommendation with candidates rank ordered

___ the final updated flow log

___ the application materials for each finalist

___ An itemized summary of all the search expenses to date

___ 10. **Approval to Make Offer**

___ Provost and ODI Approval - The approved recommendation is forwarded by the Dean's Office to the Provost and ODI for review and approval **after the Dean has given approval.**



The Dean, the Provost and the Director of ODI must concur with the recommendation before an offer can be made.

MAKING THE OFFER

You will be contacted by the Dean's Office when all approvals have been received.

___ 11. **Verbal Offer:**

___ Prior to making the offer, the Department Chair should consult with the Assistant Dean/Budget & Personnel regarding salary, start up, moving and other parameters

___ Department Chair makes verbal offer and consults with Assistant Dean/Budget & Personnel as necessary

Note: Visa issues should be addressed at this time.

___ 12. **Acceptance:** Upon acceptance of verbal offer, complete and return the **Offer Letter request form** to Steve Galime



An Offer Letter will not be generated until the candidate has verbally accepted all the conditions of the offer. Departments should not make any commitments not codified in the original offer.

___ 13. **Offer Letter:**

___ Department submits the completed Offer Letter request form along with the candidates application materials and, if applicable, startup details/spreadsheet

___ Assistant Dean/Budget & Personnel will work with Academic Affairs to have a formal offer generated. The Department Chair will be asked to review the final draft before it is sent to the candidate



Congratulations! You have hired a new faculty member! ... BUT you still are not done.

WRAPPING UP

Please complete the following steps:

___ 14. **Reimbursements:** Submit all candidate travel reimbursement materials using State funds directly to the Accounting Office. Paperwork for expenses using RF Search funds should be submitted through the Dean's Office.

___ 15. **Final Report:** Send an email to ODI indicating who accepted and the salary. Include the search number in this communication, too.

___ 16. **Candidate Follow Up:** Send letter to all candidates informing them that the position has been filled.

___ 17. **Appointment Packet:** The Department will be sent a copy of the accepted offer and will be responsible for sending out the HRM2 appointment packet. The candidate should return the appointment packet to the Department for Chair signature. Upon signature of the Chair, the Department shall keep a copy of the packet and forward the original to the Dean's Office.

Note: The Department must verify academic credentials and work experience and complete the verification form included with the HRM2 packet. Copies of the highest degree diploma and/or transcripts must be included with the HRM2 packet.

FUNDING FOR CONDUCTING SEARCHES

For the 2017-18 recruitment season the Department will receive up to \$4,000 in State/IFR funds to help support the cost of candidate travel for campus interviews and advertisements. Additionally, the Department will receive up to \$1500 in Research Search funds to help support refreshments for candidate receptions and meals with interviewers. Any unused funds must be returned to the College.