1. Department Chair prepares a memo of justification, using the Hiring Justification form for Provost review and approval. 

2. Provost Office obtains approval from President and will advise the department of approval/denial.

3. Department Chair selects Search Chair and Search Committee (it is recommended that the Search Chair include on the committee an individual that would handle all administrative work: appointments, letters, grid preparation, etc.)

4. Search Committee Chair contacts Dean’s Office to obtain an HCM Position Number. The number will remain with the position through the hiring process.

5. Search Committee Chair schedules with OHR Recruiter a Recruitment Advisory Session (RAS) to review and select position description template, specifics on advertising, and collection of all CVs and applications.

6. Search Chair contacts Office of Compliance and Diversity Programs for instruction.

7. OHR Recruiter posts position.


9. OHR Recruiter provides Search Committee link access applications/CVs.

10. Search Chair contact Office of Compliance and Diversity Programs for instruction.

11. If requested, OHR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for interviews.

12. Department will contact Provost’s Office to determine the amount of financial support available to cover search-related expenses.

13. Department provides Provost’s Office with a copy of the job posting.

14. Allocation for search expenses will be transferred to the dean.

15. After receiving the President’s approval to bring candidates to campus, arrangements for the candidate’s lodging will be reserved by the dean’s office on the divisional NET (non-employee travel) card. The candidate’s expenses will be processed by the dean’s office after the candidate has provided the required original documents.

16. The Search Chair may schedule lunch or dinner interviews with the candidate and search committee and will be reimbursed to a maximum of $300 per search. Alcohol is not a reimbursable expense item. Search Chair will affix original, itemized receipts to payment request, include attendees’ names and search posting number (JVN), and forward to Provost Office for processing.

17. Search Committee selects candidate and obtains Department P&B agreement.
18. Chair obtains written approval to hire from both Dean and Provost

19. Department chair prepares the offer and start up letters using the templates provided on the Provost’s website.

20. Search Chair advises OHR Recruiter that search is over and the candidate has been selected

21. Department obtains the information necessary to prepare and submit the ePAF using the HCM number obtained at the onset of the search process

22. Department forwards copies of the signed offer letter to Divisional Dean’s Office, the Office of the Provost, and OHR

23. Search Chair or Department Chair contacts OHR with the candidate’s name, rank, and contact information (telephone and email). OHR will contact the candidate for the onboarding process

24. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

25. Search Chair will send turndown letters to candidates interviewed but not selected and to Tier 2 candidates

26. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search

NOTE: Unless there is a vacancy caused by separation out of cycle (e.g. retirement, resignation, etc.), or evidence of a fully justified urgent need is submitted, a request to begin a faculty search should be included in the dean’s annual request to hire each spring.