

Search Process Academic Dean

1. Provost Office obtains approval from President.
2. Provost Office submits the Vacancy Review Board template (VRB), see link below, which will be presented to the QC Budget Review Committee. Once approved the request will be submitted to the Central VRB for final approval. <https://bit.ly/vrbqc>
3. Academic Senate sends out a call for nominations to serve on the search committee
4. Academic Senate will vote to select the Search Committee
5. Search Chair may elect to have staff support assist with the administrative work associated with the search: appointment scheduling, letter preparation, search grid preparation, etc.
6. Search Chair schedules meeting with Search Committee so President and Provost may “charge” Committee and begin search
7. 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, and other pertinent information
8. Search Committee Chair reviews posting and proposed ads with Provost
9. Search Chair prepares the Search Plan Approval Form
10. Search Chair contacts Office of Compliance and Diversity Programs to schedule the Briefing Meeting. At this step, OCDP may provide necessary direction and information
11. OHR Recruiter posts position
12. Job posting closes at date specified in Search Plan
13. OHR Recruiter provides Search Committee link access to applications/CVs
14. Search Committee reviews applications and prepares grid
15. Search Chair contacts Office of Compliance and Diversity Programs for grid approval and instruction
16. OCDP will notify Search Chair that grid is approved
17. If requested, OHR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for Tier 1 or Tier 2
18. Search Chair may request candidates send samples of their publications
19. Search Chair schedules first round of interviews. (These may be by Skype or Zoom.)
20. Search Chair will arrange transportation, accommodation, and meal expenses for candidates invited to campus for additional interviews.

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21. Search Chair will schedule meetings for each candidate invited to campus so they may meet with the Search Committee, the Provost, College Vice Presidents, Deans, Divisional Caucus. Meetings with the QC faculty, staff and students may take the form of "town hall" meetings if desired.
22. Search Chair schedules finalists' interviews with the College President, and Provost
23. Search Chair will collect all original, paid receipts (including boarding passes, if applicable) for candidates' expenses. Search Chair forwards all receipts to Provost Office. Meal interviews should be a separate payment request and include the job vacancy notice and sign in sheet listing all attendees. **(Alcohol is NOT a reimbursable expense)**
24. Search Chair will compile feedback from all and groups/panels and forward to College President and Provost
25. College President and Provost will select final candidate
26. Search Chair will arrange for the return of candidates' materials, if necessary
27. College President will prepare successful candidate's offer letter
28. College President will forward copy of signed offer letter to Provost
29. Provost advises OHR Recruiter that search is over and the candidate has been selected
30. Provost will forward a copy of the signed offer letter to OHR, along with the candidate's contact information (telephone and email)
31. OHR will contact the candidate for the onboarding process
32. Provost obtains the information necessary to prepare and submit the ePAF using the HCM position number assigned at the time of the search posting
33. Search Chair contacts OHR with the candidate's name, rank, and
34. Dean's Office (support staff) prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.
35. Search Chair will send turndown letters to candidates interviewed but not selected in Tier 1 and those in Tier 2
36. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search