

Search Process  
Full Time Instructional  
(Full Time Faculty)

1. Department Chair prepares the template for the Budget Review Committee (BRC) to review. (Budget Office will assign the HCM number)  
[Hiring\VACANCY REVIEW BOARD\VRB FORM and TEMPLATE\BRC TEMPLATE BLANK.xlsx](#)
2. Department Chair submits the completed VRB to the dean/division head for approval. Once approved the dean submits the template to the Provost Office for inclusion on the QC Budget Review Committee meeting agenda. The Budget Office will forward the document to the Central VRB for review and final disposition.
3. Department Chair selects Search Chair and Search Committee. 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.
4. 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
5. Search Chair prepares the Search Plan Approval Form
6. Search Chair contacts Office of Compliance and Diversity Programs to schedule the Briefing Meeting. At this step, OCDP may provide necessary direction and information
7. OHR Recruiter posts position
8. Job posting closes at date specified in Search Plan
9. OHR Recruiter provides Search Committee link access applications/CVs
10. Search Committee reviews applications and prepared grid and forwards to OCDP for approval
11. OCDP will notify Search Chair when grid is approved and interviews may be scheduled
12. If requested, OHR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for Tier 1 and Tier 2
13. Department will contact Provost’s Office to determine the amount of financial support available to cover search-related expenses
14. After receiving the President’s approval to bring candidates to campus, arrangements for the candidate’s lodging will be made 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
15. 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

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16. Search Committee selects candidate and obtains Department P&B agreement
17. Chair obtains written approval to hire from both Dean and Provost
18. Department chair prepares the offer and start up letters using the templates provided on the Provost's website
19. Search Chair advises OHR Recruiter that search is over and the candidate has been selected
20. Department forwards copies of the signed offer letter to Dean's Office, the Office of the Provost, and OHR
21. Search Chair or Department Chair contacts OHR with the candidate's contact information (telephone and email). OHR will contact the candidate for the onboarding process
22. Department obtains the information necessary to prepare and submit the ePAF using the HCM number obtained at the onset of the search process
23. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.
24. Search Chair will send turndown letters to candidates interviewed but not selected and to Tier 2 candidates
25. 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.