Search Process
Full Time Instructional
(Full Time Faculty)

1. Department Chair prepares the Hiring Budget Justification Form
2. HCM number will be assigned by the Budget Office
3. Provost Office obtains approval from President and will advise the department of approval/denial
4. 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.)
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 on required documents and scheduling the Briefing Meeting
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. Department provides Provost’s Office with a copy of the job posting
15. Allocation for search expenses will be transferred to the dean
16. 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
17. 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
18. Search Committee selects candidate and obtains Department P&B agreement
19. Chair obtains written approval to hire from both Dean and Provost

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

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

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

24. Department Chair (support staff) prepares the Hiring Checklist

25. 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

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

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

28. 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.