

Search Process
Academic Dean

1. Provost Office obtains approval from President
2. Provost Office submits the [BRC template](#) to the QC Budget Review Committee. Once approved the request will be submitted to HR
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 contacts the Budget Office to obtain an HCM position number
6. 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.
7. Search Committee Chair schedules with HR 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 job vacancy notice and proposed ads with Provost
9. Search Chair prepares the Search Plan Approval Form and submits to Office of Compliance and Diversity Programs (OCDP) and schedules the Briefing Meeting
10. All Search Committee members are required to attend the Briefing Meeting
11. OCDP will review the Search Plan documents with the committee and provide necessary information and guidance on the search process
12. If necessary, the Search Chair will make final edits to the Search Plan documents, and review with the committee
13. Final Search Plan documents are submitted to OCDP. After review, OCDP will forward documents to HR for review and submission to Central for approval and posting
14. HR will notify Search Chair when the jobs has posted in CUNYFirst
15. HR will advise Search Chair what ads HR posted and what ads are the responsibility of the committee
16. Job posting closes at date specified in Search Plan
17. HR Recruiter provides Search Committee link access to applications/CVs

Search Process
Academic Dean

18. Search Chair will arrange for the committee to meet to begin the application review (Provost may decide to join to charge the Search Committee.)
19. Search Committee reviews applications and prepares grid
20. Search Chair contacts Office of Compliance and Diversity Programs for grid approval and instruction
21. OCDP will notify Search Chair when grid is approved
22. If requested, HR Recruiter will send on behalf of the Search Chair “no thank you” letters to applicants not selected for Tier 1 or Tier 2
23. Search Chair may request candidates send samples of their publications
24. Search Chair schedules first round of interviews with selected candidates (These may be Zoom)
25. Search Chair will schedule meetings for each candidate invited to campus to 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
26. Search Chair will arrange transportation, accommodation, and meal expenses for candidates invited to campus for additional interviews
27. Search Chair schedules finalists’ interviews with the College President and Provost
28. 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)**
29. Search Chair will compile feedback from all and groups/panels and forward to College President and Provost
30. College President and Provost will select final candidate
31. Search Chair will arrange for the return of candidates’ materials, if necessary
32. College President will prepare successful candidate’s offer letter
33. College President will forward copy of signed offer letter to Provost
34. Provost advises HR Recruiter that a candidate has been selected
35. Provost will forward a copy of the signed offer letter to HR, along with the candidate’s contact information (telephone and email)

Search Process
Academic Dean

36. HR will contact the candidate for the onboarding process
37. Provost obtains the information necessary to prepare and submit the ePAF using the HCM position number assigned at the time of the search posting
38. Search Chair contacts HR with the candidate's name, rank, and Dean's Office (support staff) prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.
39. Search Chair will send turndown letters to candidates interviewed but not selected in Tier 1 and those in Tier 2
40. Search Chair will box, label, seal and forward to OCDP all search-related material closing the search