# Search Process
# Academic Dean

1. Provost obtains approval from President.

2. The BRC is prepared by the Provost Office.

3. Provost's Office assigns a BRC #.

4. Provost's Office forwards combined Academics BRC template to the Budget Office.

5. Budget Review Committee will review all actions presented by the Budget Office.

6. Dispositions on Academic requests are communicated by the Provost's Office.

7. Budget Office advises OCDP and HR of all approved requests.

8. Budget Office will assign the appropriate HCM #.

9. Provost selects the Search Chair.

10. Academic Senate will select the Search Committee comprised of faculty and students.

11. The 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.

12. Search Chair schedules with HR Recruiter a Recruitment Advisory Session (RAS) to review and select the position description template, specifics on advertising, and collection of all resumes and applications. Search Chair should have a brief description of the position duties ready to discuss at the RAS.

13. Search Chair completes the job vacancy notice (JVN) and includes the campus specific duties and preferred qualifications, and submits to HR Recruiter for corrections.

14. Search Chair will review JVN with Provost.

15. Search Chair contacts OCDP for the Search Plan Approval Form.

16. The Provost will support search-related expenses which include advertising and candidate travel to campus for in-person interviews. Contact the Provost's Office for level of financial support.

17. When the Search Plan is completed and approved by OCDP, OCDP will advise Search Chair, HR, Legal, etc. and a Briefing Meeting will be scheduled. All Search Committee members are required to attend a Briefing Meeting.

18. HR Recruiter will upload the JVN into the CUNYFirst approval path for review by the Hiring Manager, Search Chair, OCDP, HR, and Central Office.

19. Once the approval path is complete, the position is posted.

20. Search Chair forwards copies of advertisements to OCDP and keep copies in file.

21. Job posting closes on specified date on the Search Plan.

22. HR Recruiter provides Search Committee access to review applicant files.

23. Search Chair reviews applications with Search Committee and prepares the grid.

24. Search Chair sends completed grid to OCDP for certification/approval.

25. Once approved, the Search Committee schedules the first round of interviews (usually virtual).

26. HR will send "no thank you" letters to applicants not selected for Tier One or Tier Two.

27. When the appropriate number of candidates is selected, the second round of interviews is scheduled (usually on campus/in person). The Search Chair will coordinate the second round of interviews with the Provost's Office. These may be separate interview panels or "town halls": Chairs, Provost, President's Cabinet, Staff and other Administrators, Faculty and Students.

28. The Search Chair will arrange for appropriate refreshments, if necessary, during the interviews.

29. Arrangements for the candidate's lodging will be made by the Search Chair's office on the divisional NET (non-employee travel) card.  The candidate's expenses will be processed by the Search Chair's office after the candidate has provided the required original documents.

30. Provost will recommend candidate(s) to President and schedule in person interview(s).

31. Candidate is selected and a verbal offer may be extended.

32. HR is notified that a candidate has been selected.

33. HR prepares the offer letter for the President's signature.

34. Search Chair contacts HR with the candidate's contact information (telephone and email).  HR will contact the candidate for the onboarding process.

35. Provost's Office obtains the information necessary to prepare and submit the ePAF using the HCM number obtained at the onset of the search process, and includes the BRC # in the ePAF comments.

36. Dean's Office staff prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

37. Search Chair will send turndown letters to candidates interviewed but not selected.

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

39. OCDP closes the search.


PLEASE NOTE

- ❖ All search requests require an approved BRC; the BRC # must be included on all correspondence, including the ePAF.